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<b>Job Title:</b>	<b>Chief Executive Officer (CEO)</b>
<b>Reporting to:</b>	<b>Trustee Board</b>
<b>Place of Work:</b>	<b>Student Centre (3 or more days per week on site)</b>
<b>Hours of Work:</b>	<b>Full Time, Usual office hours – occasional evening and weekend work</b>
<b>Salary:</b>	<b>£82700 to £88500</b>

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### **Purpose of Role**

Under the guidance of the Board of Trustees, the Chief Executive of the Students' Union at Bournemouth University (SUBU) holds the primary responsibility for the Union's performance, management, development, and sustainability.

As the senior staff member and principal adviser to both the Students' Union Officer Team and Board of Trustees, the Chief Executive orchestrates the development and execution of the Union's services, strategy, and objectives, ensuring they are attuned to the needs of the membership, including internal and external stakeholders.

This role includes embedding strong people-management practices across the management structure to solidify the organisation's ability to achieve its strategic priorities and enhance the student experience.

The Chief Executive is pivotal in devising a flexible strategy that mirrors the dynamic needs of students, accommodates the priorities of elected student leaders, and can adapt to the fast-paced changes in the environment, ensuring the strategy's effectiveness through diligent monitoring of key performance indicators that highlight the Union's outcomes and impact.

Additionally, the Chief Executive plays a vital role in supporting and mentoring the Full Time Officers and Trustee Board, overseeing governance to empower elected leaders as decisive figures and aligning the staff team with the organisation's core purpose and vision.

A significant aspect of the role involves boosting SUBU's internal and external reputation through extensive networking within the University, the local community, and beyond fostering effective partnerships and adopting best practices.

Central to their duties is the advancement of SUBU's Mission, Vision, and Values, underpinned by the effective management of resources to ensure the organisation's high performance and operational efficiency.

## **Key Tasks:**

### **Leadership duties:**

- **Communication Duties:** Facilitate effective and continuous communication amongst all Union stakeholders, including staff, officers, members, volunteers, the Board of Trustees, and the University. Develop and champion an organisational culture that is inclusive, values and celebrates equality and diversity and is focused on positive wellbeing. Cementing the impact SUBU makes to the student experience and the outcomes that it achieves on behalf of students.
- **Representation/ facilitation Duties:** To represent SUBU at BU committees, meetings, networking events, and conferences; as well as regionally and nationally as appropriate.
- **Mentoring Duties:** Act as the principal advisor in supporting and developing the Union's elected Officers and help with their general integration into the organisation. Ensuring direct reports are supported to ensure policy and procedures are followed appropriately. Ensure that the Board of Trustees and its committees are serviced efficiently and supported, inducted, and developed effectively.
- **Networking Duties:** Maintain strong relationships and partnerships with the University, local community organisations, the National Union of Students, and other relevant stakeholders. Ensuring there is a focus to keep up to date with national and local student issues.
- **Advice and Guidance Duties:** Lead and maintain a high performing, inclusive organisational culture which meets the needs of its members. Support the elected leadership to review, implement and improve governance and democracy, ensuring that members are at the heart of the Union and its activities.
- **Line Management Duties:** To line manage a Senior Leadership Team of four full-time staff, engagement with direct reports and team members to support and manage operation. Two-way communication with SLT/SMT/FTOs to ensure understanding of goals, aims and needs.

### **Strategic and Operational effectiveness duties:**

- **Strategic Duties:** Develop strategies to increase students' engagement, ensuring those from varying demographics are represented, ensuring this is communicated with SLT and departments with SUBU, delivering appropriate training, as necessary. Ensure that regular feedback is sought out and acted upon to improve the organisation's work practices and promote a culture of learning and continuous improvement. Ensure sustainability is at the heart of all the services that the Union delivers.
- **Reviewing & Evaluation Duties:** Monitor and progress SUBU strategic planning as part of SLT and organisational development sessions, ensuring all areas of engagement and representation to reflect SUBU. Ensure that the Union's services continue to adapt and develop to meet the needs of members and that their impact is promoted and evaluated effectively. Have overall responsibility for meeting agreed objectives and key performance indicators through the efficient and effective management of staff, finances, and other resources.
- **Engagement duties:** provide a strong area of focus and support to encourage student engagement to consider areas of new and sustained engagement.
- **Analytical Duties:** Reviewing reports produced from student data/surveys and reviewing membership and engagement of students. Ensuring that the statistical analysis of data relating to the impact and effectiveness of SUBU is disseminated correctly.

### **Financial and Compliance duties:**

- **HR Duties:** Overseeing the provision of HR, developing and implementing a People Strategy, ensuring compliance and Equality & Diversity for SUBU as an employer.
- **Financial Duties:** Ensure that the Union has a budget that reflects its strategy and that this is actively monitored and managed that enables the Union to be financially sustainable and robust for the future.
- **Compliance Duties:** Ensure compliance with legal, financial and probity issues in accordance with organisation, statutory and policy requirements. Accountability for supporting the creation and implementation of operational plans and departmental objectives, ensuring that services operate within their legislative responsibilities. Ensure that the Union's governing documents and policy framework are fit for purpose.
- **Commercial Duties:** ensure that the Unions commercial operations are fit for purpose, financially viable and delivered to a high quality standard.

### **General duties for all staff:**

- The principle roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff must always adopt and endorse the company's Vision and Mission Statement and all supporting policies, across all aspects of the role.

- Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff handbook.
- To abide by the company's policies and procedures.
- To adhere to all health and safety legislation.
- SUBU is committed to promoting, educating, and taking direct action on environmental sustainability. All SUBU employees are expected to integrate environmental sustainability values and action into their role where feasible.
- **To undertake any other task that is deemed reasonable within your skill set.**

<b>Person Specification:</b>	<b>Application</b>	<b>Interview</b>	<b>Essential / Desirable</b>
<b>EXPERIENCE</b>			
Experience of successful strategic leadership and a track record of leading high-quality services within an organisation of similar complexity.	√	√	E
Experience of role modelling inclusive leadership behaviours, with tangible evidence of staff satisfaction.	√	√	E
Experience of leading multiple projects on competing timelines to successful results	√	√	E
Proven track record of successful financial management including management of substantial budgets, interpretation of complex financial information and business planning.	√	√	E
Experience of effectively influencing, engaging, and communicating with a wide range of diverse stakeholders at all levels.	√	√	E
Experience of delivering services that generate income and a high satisfaction rate.	√	√	D
Evidence of leading change and managing the impacts of change.	√		E
<b>KNOWLEDGE &amp; SKILLS</b>			
Highly developed ability to effectively influence, engage, and communicate with a wide range of diverse stakeholders. Managing strategic relationships at a senior level.		√	E
Coaching skills, with a supportive approach to creating high performing teams.		√	E
Good verbal and written communication skills.	√	√	E
Knowledge of GDPR regulations, employment law, and health and safety legislation.		√	E
Knowledge of relevant legislation e.g; charity law, company law and the 1994 education act.		√	D
Ability to support service delivery whilst managing the complex political challenges of a membership organisation		√	E
Good financial literacy and ability to interpret financial information, capable of interpreting and analyzing high level committee papers and reports.		√	E
Ability to innovate, to recognise challenges, analyse problems and apply effective solutions		√	E
Highly organised with the capability to deliver on multiple projects simultaneously.		√	E
<b>VALUES AND ETHICS</b>			
Desire to work within a democratic student-led environment.		√	E
Visionary, creative, and innovative thinker.		√	E
An excellent role model who promotes high standards of ethics, integrity, and honesty.		√	E
Capable of remaining calm and effective under pressure and demonstrate a high level of resilience.		√	E
Ability to deal with confidential matters and act with discretion		√	E