Role Profile and Person Specification

What is an External trustee?

As part of the Board, Trustees provide scrutiny, guidance, support & expertise to ensure a sound, healthy and legally compliant organisation. External trustees are chosen based on their skills, experience and what value they can bring to the Board. Having a diverse mix of skills, experiences, backgrounds and industries among our External trustees is crucial to running a highly effective Board.

Who We Are Looking For?

In this round, we are seeking two trustees with backgrounds in:

- **Finance:** A senior finance professional who can interpret financial information, spot emerging issues and support sound decision-making.
- **Commercial development:** Someone with senior experience in venue or hospitality operations, income generation, business development or a related field who can help SMSU grow its commercial activity and long-term sustainability.

The Board

- Two full-time Student Officer Trustees who are elected.
- Two Student Trustees who are recruited.
- Three External Trustees who are appointed for skills and experience.

Remuneration

The role of the External trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Positive Impact of the Role

- Work together with like-minded people with shared values and commitment to supporting the lives of students.
- Develop yourself: Use your knowledge and gain new skills and experience in management, strategic planning and decision-making.
- Widen your horizons: meet new people, new challenges and get a renewed sense of self-worth and satisfaction that you may not get in your paid work.
- Give something back to the community.
- Improve your career prospects: being an External trustee can help your career development, helping you gain experience and add to your professional career.

Location

St Mary's Students' Union is located in Twickenham, West London.

Time Commitment

The anticipated commitment averages just under one day per month. The Trustee Board meets approximately five times each year, with preparation and occasional engagement between meetings.

Meetings can be attended in person or remotely, although trustees are encouraged to attend in person where possible to build strong relationships with Board colleagues, elected officers and the staff team.

Duties and Responsibilities

As a member of the Board of Trustees, you will be expected to:

- Be a Charity Trustee and Company Director of SMSU.
- Ensure St Mary's Students' Union is carrying out its purpose for the student's benefit.
- Lead on the charity's strategic vision and development, whilst championing our values.
- Ensure that St Mary's Students' Union complies with its governing document – sometimes known as a trust deed, constitution or articles or association.
- Scrutinise and approve new policies, capital projects and major governance developments.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation, hold the Officers and CEO of St Mary's Students' Union to account.
- To support the Chief Executive Officer in the running of the union and provide advice when needed.
- Attend a minimum of five meetings per year.

Person Specification (Tested on Application)

Key Attributes	Essential	Desirable
Experience (Tested on application)		
Experience of supporting senior decision-making and providing constructive challenge.	X	
Ability to explain specialist information clearly and help colleagues with different levels of experience contribute to Board decisions.	X	
Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.	X	
A commitment to equality, diversity and inclusion and to ensuring that different perspectives inform Board decision-making	X	
Ability to adapt your approach when working with annually elected student officers, offering support and challenge that builds their confidence and judgement.	X	
Experience of supporting, mentoring, empowering, and developing student leaders.		X
Experience Finance Trustee (Tested on application)		
Senior finance leadership or advisory experience, including financial planning, budgeting, risk or assurance	X	
A recognised accountancy or relevant finance qualification	X	
Experience Commercial Trustee (Tested on application)		
Senior experience in commercial development, venue or hospitality operations, income generation, business development or a related field.	X	

Person Specification (Tested at Interview)

Skills and abilities (Tested at interview)		
Independent judgement and the ability to make decisions for the good of the organisation.	X	
The ability to express your views with tact and diplomacy, and to speak one's mind and listen to the views of others sensitively.	X	
Clear communication skills and the ability to make complex issues understandable to a range of audiences.	X	
Values, attitude and personal style (Tested at Interview)		
A willing contributor to improving on equality of opportunity and somebody who values diversity and works to remove barriers to equality.	X	
A role model who promotes the highest standards of probity, integrity, and honesty and all of the Nolan principles.	X	
Committed to the development of student members and Elected Officers and willing to use a coaching style of leadership, whilst being understanding and devoted to the principles of student representation and democracy.	X	
Strategic vision and willingness to speak their mind and challenge constructively to benefit the future of the Students' Union.	X	
Show commitment and passion for the SU, representing the values of St Mary's Students' Union, whilst devoting the necessary time and attention to the role.	X	