

Recruitment Pack

Student Trustee

October 2024

Dear Candidate,

Thank you for taking an interest in this role with us at University of Leicester Students' Union.

As an independent charity representing 19,000+ students, we provide a host of services and opportunities to inspire, represent, support and entertain the students of the University of Leicester.

Our mission is to be an empowering, innovative and inclusive student-led Union; championing their interests and providing a home away from home

The Union is seeking applications from talented, driven and insightful students to fill the position of Student Trustee on its Board of Trustees. Our trustees are responsible for the strategic direction of the Union and its legal and financial security. This means it works to make sure it can deliver on its core work of campaigning and representation and can continue to do so for years to come.

The following pages contain all of the relevant information in regards to the role summary and our recruitment process. Please ensure you check the deadline and return your application within this timeframe.

If you have any questions please email SU-Vacancies@leicester.ac.uk

We wish you the best of luck with your application.

Kind regards

Shannon Unadkat

Governance & HR Coordinator

Application Process

Personal Specification

The Person Specification is the list of criteria or requirements needed to be successful in the role. To be shortlisted you have to fulfil each of the essential tick boxes. You can demonstrate your abilities by giving examples of previous experience and skills that you believe are transferable. Pinpointing relevant experience and explaining them in your Cover Letter will be valued to your application.

Completing your application

To apply for this position please send an up to date copy of your CV and a covering letter, to SU-Vacancies@leicester.ac.uk, explaining how your experience and skill-set makes you the best candidate for the position.

In your email, please include the Job Title you are applying for and be sure to submit your application before the stated deadline.

Shortlisting

All applications will be gathered by our HR department and then sent to the recruiting manager to review. The applications will also be sent to the recruitment panel for discussion. Candidates who meet the criteria are shortlisted for an interview.

Interviews

The interview panel will consist of 2-3 members of staff in the relevant department, who will ask competency based questions on the specific needs of the role identified in the job description and person specification. For some roles, you may be asked to complete a task or presentation. If you are required to complete a task, you will be informed ahead of time. Ideally, you will have 7 days to prepare for you interview.

If you are unable to attend the interview, please inform us immediately so we can try to accommodate another date. Please keep in mind this is not always possible.

Job Description

Criteria:

1. You must be a registered student at the University of Leicester during the academic year 2024/25
2. You cannot be in paid employment by University of Leicester Students' Union during the academic year 2024/25
3. You must be a student of the University of Leicester who is able to attend meetings in the UK.

The Union is seeking applications from talented, driven and insightful students to fill the position of Student Trustee on its Board of Trustees. Our trustees are responsible for the strategic direction of the Union and its legal and financial security. This means it works to make sure it can deliver on its core work of campaigning and representation and can continue to do so for years to come.

The Students' Union is led by a team of elected student Executive Officers, supported by a team of permanent and student staff.

We are looking for a committed individual who can add knowledge, experience and insight in developing the strategic guidance that a Board of Trustees offers. This is a voluntary (unpaid) role done alongside your course. In particular we welcome applicants from a diverse range of backgrounds to ensure our board accurately reflects the membership of the Students' Union. The Trustee Board meets five times a year, with additional meetings as and when necessary.

The Post

We are looking for an enthusiastic student to sit on the Board of Trustees to influence the important decisions made by the Union and help us develop all activities run by the organisation. A strong and vibrant Board is crucial for us as we work to create an even better Union for students today and in the future.

The Person

We are seeking a University of Leicester Student who is a student in the 2024-25 academic year, with an enthusiasm for improving the Students' Union, who is able to influence the strategic direction of an organisation and can demonstrate effective leadership qualities. The right candidate will command confidence, have sound judgement and strong communication skills.

What's in it for you?

- You'll have the chance to positively impact students like you
- You'll develop a wide range of invaluable skills in governance, leadership, finance and strategy
- You will also develop important team working skills; you'll need to be able to negotiate, empathise, listen and communicate ideas or concerns effectively during board meetings
- It will enhance your CV and look impressive on job applications or to future employers
- You will have access to a range of diverse professional networks, which means you are able to gain knowledge or scope out opportunities for the next step in your career progression
- All new Trustees receive a comprehensive induction training, as well as opportunities to meet elected officers and staff of the Union.

The Union

As a charity led by its values and guided by its students, the Students' Union does this by providing wide-ranging services support to the 20,000+ students of the University of Leicester. The Union is based in the Percy Gee building on campus and turns over £2M per annum, employing approximately 25 career staff and large team of student staff. The organisation also works with over 1000 registered student volunteers and has close to 8000 members of sports clubs and societies.

Details

Salary:	Unpaid, Voluntary Position
Hours of work:	25 Hours per year
Location:	Percy Gee Building, University Road.
Reports to:	Board of Trustees Chair

Deadlines

Applications Open:	Tuesday 1 st October 2024
Applications Close:	Tuesday 22 nd October 2024
Interviews:	Tuesday 29 th October 2024