



HEAD OF EDINBURGH
NAPIER STUDENTS'
ASSOCIATION (ENSA)
**RECRUITMENT
PACK**

THE ROLE

ENSA is recruiting an outstanding, experienced individual to undertake the role of Head of Edinburgh Napier Students' Association (ENSA). This is an exciting opportunity for an individual who would like to shape and lead an organisation through an interesting and challenging time for Higher Education, where innovation, collaboration and enthusiasm is key. The successful post holder will provide excellent, proactive and strategic leadership and management. They will have the necessary drive to harness opportunities, in ways commensurate with the values of ENSA, so that the charity achieves its aims and objectives.

ABOUT ENSA

ENSA represents the 14,000 Edinburgh Napier University students, with members from over 140 countries worldwide. ENSA's vision is to constantly improve the student experience and help students achieve their full potential, with student representation and participation at its core.

There will be considerable opportunity for the successful post holder to shape and enhance ENSA's strategy and operational plan, working alongside its Trustee Board. However, activities offered by previously ENSA include:

- The student representative programme, including the training of up to 350 programme representatives, support of student volunteers, and the opportunity for student thoughts and ideas to be fed back into the development of the University and student life.
- Ensuring both students and staff are recognised, for example through the hosting of the "Excellence Awards" to acknowledge staff who have made a positive impact and through the awards at the "Sports and Societies Ball" to highlight high-achieving athletes and society members.
- Confidential one-to-one advice on education and well-being matters, delivered through the specialist Advice Team.
- Freshers Week events which cater for the diverse student body, including provision of the Freshers Fair which offers new and returning students an insight into the range of sports, societies, and charity-volunteering opportunities available to them.
- Supporting students who run ENSA's various clubs and societies, including the Sports Union which supports clubs – both recreational and competitive – with involvement from over 1,000 students each year.
- Liaising with sporting governing bodies over standards, especially relating to safety and risk.
- Supporting the elected student President and Vice-Presidents, who are involved with University policymaking and represent the collective views and needs of the student body.
- Facilitating campaigns important to students across the board.

To deliver this work, ENSA receives funding primarily from Edinburgh Napier University and it works closely with the University to ensure work remains effective and sustainable. Additional funding is generated through sponsorship, partnerships, and the provision of external events.

ENSA delivers its mission with a small and friendly staff team. It operates from an open plan office in the University building at Merchiston Campus in central Edinburgh. The current payroll is 14 and 3 elected Full-Time-Officers (FTOs).

JOB DESCRIPTION - KEY RESPONSIBILITIES

Salary Range: Commensurate with experience

Duration: Permanent (following a six-month probation period)

Accountable to: the ENSA Board of Trustees

Start Date: August 2020

Management and Leadership. The Head of ENSA is the most senior staff member at ENSA, and they provide leadership and management, working with the Trustee Board to enable delivery of excellent student-facing services, policies and activities. They are responsible for setting the direction for ENSA, developing strategies for approval by the Trustee Board.

Governance. The Head of ENSA reports to and acts as a principal advisor for the charity's Board of Trustees. The Head of ENSA provide accurate reports, information, data and presentations to the Board. They implement ENSA's strategic plan at an operational level and they are responsible for managing risk effectively. The Head of ENSA will develop, implement and monitor a suite of key performance indicators beneath the strategy.

Student Democratic Leadership. The Head of ENSA is responsible for facilitating student democratic leadership in compliance with the organisation's Constitution. The Head of ENSA is responsible for making provision for free and fair elections, including those for the Student Full-Time Officers. The Head of ENSA will also support Student Full-Time Officers in delivering their manifesto commitments and pastoral activities.

Funding. As a charity, ENSA is dependent on securing and building relationships with funders, donors, sponsors and partners. The Head of ENSA will proactively develop and maintain effective relationships with the University, ensuring openness and transparency. The Head of ENSA will work collaboratively to establish new sources of funding compatible with ENSA's values.

Finance. The Head of ENSA has overall financial accountability to the Board. They ensure that budget plans, annual accounts and funding applications are prepared for timely approval by the Board. A positive working relationship will be developed with ENSA's Treasurer. They will operate within approved budgets and ensure trustees receive regular and accurate financial updates. They are responsible for implementing financial processes and systems that demonstrate good practice. The Head of ENSA will also drive maximum value from financial resources for the benefit of members.

People. The Head of ENSA will develop and promote a positive culture across the organisation. They have overall responsibility for the care and well-being of ENSA staff. A level of direct line-management will also be required. They will develop and lead on the senior management level structure, working with the Trustee Board to shape a staffing complement that supports strategic objectives. The Head of ENSA will ensure that ENSA is legally compliant with employment law and that appropriate HR procedures are followed.

Reputation. The Head of ENSA is responsible for upholding and enhancing the external reputation of ENSA. This may involve, either directly or through delegated responsibility, oversight of a calendar of events, multimedia communications and marketing. The Head of ENSA has overall accountability for the web and social media presence of ENSA. They will also proactively explore opportunities for external recognition for ENSA through application for recognised awards.

Systems. The Head of ENSA will develop and improve the functionality of ENSA's information and process systems ensuring they are modern, fit for purpose and sufficiently innovative to support the work of ENSA.

Compliance and insurance. The Head of ENSA shall ensure that ENSA complies with the requirements of the law, principally charity, employment, health and safety, customs and excise, pension, data protection and GDPR. They will also compile with the code of practice jointly agreed between ENSA and the University and ensure ENSA has appropriate insurance coverage.

This list is not exhaustive, and the successful role holder will be required to demonstrate a flexible and enthusiastic approach in delivering ENSA's strategic goals.

PERSON SPECIFICATION - WHO WE ARE LOOKING FOR

This section details the skills, knowledge/qualifications and competencies which are required in order to undertake the remit of this post.

Attributes	Essential	Desirable
Education & qualifications	An undergraduate degree or equivalent work experience	A relevant professional qualification or postgraduate
Experience & knowledge	<ul style="list-style-type: none"> Experience leading and managing a high-performing team Experience developing strategies and implementing these operationally Experience in a customer-focused organisation Experience of managing a large operational budget and growing income Proven experience of building relationships with partners Experience of monitoring effectiveness Experience producing high quality reports and monitoring key performance indicators Knowledge of relevant legislative and compliance requirements relevant to the role 	<ul style="list-style-type: none"> Understanding of the higher education sector and/or student associations Experience of working successfully with non-executive boards Experience of safeguarding practices Experience of evidence-based decision making.
Competencies & skills	<ul style="list-style-type: none"> An excellent leader who can bring together a team to work towards a shared goal High level of communication skills (verbal, presentational, reports and written) at all levels, literacy and numeracy Ability to develop innovative and effective solutions Strong organisation and prioritisation skills Excellent IT skills especially web, MS Office (Word, Excel, Access, PowerPoint and Outlook) Ability to build relationships and work effectively with a Board of Trustees (and Chair of the Board) Ability to produce clear and transparent reports for the board of trustees as required Willingness and ability to learn 	<ul style="list-style-type: none"> Ability to develop a rapport with young people and to relate to them in a culturally appropriate manner Additional IT skills including use of Microsoft Teams, Dropbox etc Inspirational and motivational attitude in team setting

Other attributes and abilities	<p>High regard for the student experience</p> <p>A resilient, can-do approach to the challenges presented by working in higher education and within a small organisation</p> <p>A positive approach towards continuous improvement</p> <p>A flexible approach to working patterns and a willingness to occasionally work non-standard hours, including evenings and weekends</p>	
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HOW TO APPLY

If you would like to apply, we would ask that you submit the following by **14 June 2020**. Short-listed candidates will be notified by email of the dates for interviews. Final decisions are anticipated by mid-late July. Informal queries can be addressed to trustees@napierstudents.com.

- A **cover letter** (maximum two sides of A4) highlighting your experience, what you would bring to the role, and your motivation to join ENSA, bearing in mind the Person Specification. Please provide us with an indication of what salary level you would expect for this position.
- A **CV** showing your experience to date, outlining responsibilities and achievements when applicable.
- Contact details for **two referees** (at least one professional, including current employer). Referencing will not be conducted unless successful and will not be contacted without prior permission.

Applicants are encouraged to apply online by email to trustees@napierstudents.com. You will receive a confirmation email to acknowledge receipt of your application. However, if you are unable to apply online, please submit your materials by post to Edinburgh Napier Students' Association (ENSA), Room B34, Merchiston Campus, 10 Colinton Rd, Edinburgh EH10 5DT.

ENSA is committed to equality for all.

For information on how ENSA will use the data you provide, please visit www.napierstudents.com/privacy.