



**CHAIR OF THE BOARD  
OF TRUSTEES**  
FOR EDINBURGH  
NAPIER STUDENTS'  
ASSOCIATION (ENSA)

**RECRUITMENT  
PACK**

## 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.

Activities currently offered by 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 (ENSA Representation).
- Ensuring both students and staff are recognised, for example through the hosting of the "Excellence Awards" to acknowledge those 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 (ENSA Advice).
- 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 (ENSA Events).
- 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 (ENSA Sports & Societies and Team Napier).
- 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 (ENSA Campaigns).

## ABOUT ENSA'S TRUSTEE BOARD

ENSA is a registered charity and, as a charity, the organisation is governed by the Board of Trustees. ENSA's Trustee Board was first established in 2013, and has invested in external professional expertise and the use of "critical friends" to embed appropriate structures and processes. It has also sought to develop a culture that will support the Board's aim of building a stronger association that is capable of delivering on ENSA's mission.

The Trustee Board is collectively in charge of ENSA; for upholding its values and aligning it to the Association's charitable aims. It aspires constantly to improve standards of governance and standards of good practice. It also sets the overall strategy for ENSA and evaluates progress towards goals. It has overall responsibility for ENSA's governance: assets and ENSA's employees (currently 14 full-time equivalent and 3 full-time paid elected student officers), budget-setting and financial reporting, health and safety, risk assessment and legal compliance.

In line with charity law, all ENSA's Trustees (elected and appointed) have equal status. Trustees have a variety of experience and skills which offer different perspectives, and are all, jointly and severally, liable for the governance of the charity. Trustees are expected to take their responsibilities seriously, attend meetings, and manage any conflicts of interests appropriately. They are also expected to engage in the legitimate business of the Board and contribute to its work; ensuring due diligence through adherence to robust decision-making and scrutinising processes.

## THE ROLE

Edinburgh Napier Students' Association (ENSA) is recruiting an outstanding, experienced individual to undertake the role of Chair of the Board of Trustees. This is an exciting opportunity for an individual who has the strategic focus, governance understanding, leadership experience and time to support and develop a committed board 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 to ensure that it provides the right blend of support and challenge to the Senior Management Team. Trustees, under the overall leadership of the Chair, provide a strategic and oversight role, ensuring that we achieve our aims and objectives as defined in our governing documents, comply with all legal and contractual obligations, and manage our resources effectively and efficiently.

## JOB DESCRIPTION - KEY RESPONSIBILITIES

**Salary:** This appointment is unremunerated, though reasonable receipted expenses will be refunded.

**Duration:** Appointments are expected to last three years, with the possibility of second term. The combined length of terms cannot exceed eight years.

**Start Date:** December 2020

**Time Commitment:** The Chair will be expected to commit approximately 15 days a year to this appointment. The Chair will be required to engage in agreed tasks in between meetings, which, in some cases can be carried out at Merchiston Campus or at home.

**Board Meetings:** All Trustees are expected to attend (normally) 6 annual Board meetings held at Merchiston Campus - however, given the recent circumstances, these meetings are currently held online. Consequently, the candidate needs to live sufficiently locally to facilitate this.

While the Chair has an overarching responsibility, this responsibility is shared amongst all Trustees to act as a team in ENSA's best interests. In addition to the general responsibilities of a Trustee, the Chair has a number of tasks specific to their role:

- 1. Leadership.** The Chair will provide strong leadership to oversee the strategic direction and successful delivery of the organisation. The Chair is expected to chair board meetings, the AGM and occasional strategy and development days, manage relationships with other board members, delegate functions to the CEO and team as appropriate, and contribute to the successful operation of the senior management team. The Chair will also act as the line manager of ENSA's CEO, performing regular reviews and other reasonable duties.
- 2. Governance.** The Chair will ensure that accurate reports, information, data and presentations to the Board are presented in a timely manner by the CEO. The Chair will steer and oversee the implementation of ENSA's strategic direction, is responsible for managing risk effectively, either directly or through delegation to the appropriate Board Committee (HR or Finance Sub-Committee), and upholds OSCR standards on governance.
- 3. Funding.** As a charity, ENSA is dependent on securing and building relationships with funders, donors, sponsors and partners. The Chair will proactively develop and maintain effective relationships with Edinburgh Napier University, ensuring openness and transparency. The Chair will work collaboratively with ENSA's CEO and other Trustees to establish new sources of funding compatible with ENSA's values.
- 4. Finance.** The Chair will liaise with ENSA's CEO to ensure that budget plans, annual accounts and funding applications are prepared and presented in a timely manner for approval by the Board. A positive working relationship will also be developed with ENSA's Finance Sub-Committee and Treasurer to operate within approved budgets and ensure Trustees receive regular and accurate financial updates.
- 5. People.** The Chair will work closely with ENSA's CEO and Edinburgh Napier University to maintain positive working relationships and promote a positive culture across the organisation. The Chair will oversee staffing developments, primarily lead by the Board's HR Sub-Committee to meet strategic objectives; ensuring ENSA is legally compliant with employment law and that appropriate HR procedures are followed, including the appropriate handling of complaints and appeals.
- 6. Reputation.** Alongside other Trustees, the Chair is responsible for upholding and enhancing the external reputation of ENSA. This involves ensuring that good relations are developed and maintained with ENSA and Edinburgh Napier University and other relevant parties, while representing the views of the Trustee Board in meetings and correspondence.
- 7. Compliance.** The Chair shall ensure that the Trustee Board remains compliant with the law, regulations, and the requirements of the charity regulator, as well as complying with the code of practice jointly agreed between ENSA and the University. The Chair will ensure that the performance of the Board and its Trustees is reviewed and evaluated when appropriate and consider proposed terms of independent audits to ensure compliance with relevant legislation, best practice, ENSA's governing documents and Trustee Board's policies and procedures.

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	Relevant previous experience	A relevant professional qualification
Experience & knowledge	<p>Experience of working successfully on non-executive boards</p> <p>Experience leading and coordinating a team and/or projects</p> <p>Experience of line management and conducting reviews</p> <p>Experience developing and overseeing strategies</p> <p>Experience of building effective relationships</p> <p>Experience of monitoring strategic and organisational effectiveness</p> <p>Experience of reviewing reports and monitoring key performance indicators</p> <p>Knowledge of legislative and compliance requirements relevant to the governance of a charity</p>	<p>Understanding of the higher education sector and/or student associations</p> <p>Experience of chairing a Trustee Board</p> <p>Experience of evidence-based decision making</p> <p>Experience of overseeing, as part of a Trustee Board, a large operational budget and strategies to grow income</p>
Competencies & skills	<p>An excellent leader who can bring together and coordinate a Trustee Board to work towards a shared goal</p> <p>High level of communication skills (verbal, and written, formal and informal) at all levels</p> <p>Ability to develop innovative and effective solutions, working collaboratively to utilise such solutions and support organisational development</p> <p>Strong organisation and prioritisation skills</p> <p>Excellent IT skills especially MS Office and software for virtual/online meetings</p> <p>Ability to build relationships and work effectively with Trustees on the Board, ENSA staff and members from Edinburgh Napier University</p>	<p>Ability to develop a rapport with young people and to relate to them in a culturally appropriate manner</p> <p>Additional IT skills including use of Microsoft Teams, Dropbox etc</p> <p>Inspirational and motivational attitude in team setting</p>
Other attributes and abilities	<p>High regard for the student experience</p> <p>A positive approach towards continuous improvement</p>	

## HOW TO APPLY

The closing date for applications is 5pm on **Sunday 11th October 2020**. Shortlisted applicants will be contacted by email by Monday 19th October and invited to an informal interview. It is expected that all interviews will be held virtually, using a suitable technology platform.

Informal queries can be addressed to [trustees@napierstudents.com](mailto:trustees@napierstudents.com).

If you would like to apply for this position, please submit the following:

- A **cover letter** (maximum two sides of A4) highlighting your experience, what you would bring to the role, and your motivation to join ENSA.
- 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](mailto:trustees@napierstudents.com). You can expect to receive a confirmation email to acknowledge receipt of your application. However, if you do not receive a confirmation email within 48 hours of your application submission, please get in touch to confirm that we have received your application via [ensa@napier.ac.uk](mailto:ensa@napier.ac.uk).

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 Road,  
Edinburgh,  
EH10 5DT.

ENSA is committed to equality for all, and we encourage applications from anyone who meets the above criteria.

For information on how ENSA will use the data you provide, please visit [www.napierstudents.com/privacy](http://www.napierstudents.com/privacy).