



# TRUSTEE RECRUITMENT PACK



Students' Union of the Year  
2021-22



[www.uwsunion.org.uk](http://www.uwsunion.org.uk)



The Students' Union, Storie Street,  
Paisley, PA1 2HB



0141 849 4151



[recruitment@uwsunion.org.uk](mailto:recruitment@uwsunion.org.uk)



# Welcome

We are delighted that you are considering a role of Trustee of the University of the West of Scotland Students' Union. We have 20,000 members across five University campuses in Ayr, Dumfries, Lanarkshire, Paisley and London.

The University of the West of Scotland (UWS) is sector leading in breaking down barriers to students from the lowest socio-economic backgrounds accessing Higher Education. Our Students' Union plays a vital role in ensuring ALL students across ALL campuses get the support they need to ensure they achieve their academic goals and have an excellent student experience.

If you are passionate about advancing the opportunities for students and supporting the development of a dynamic and passionate students' union this would be a great opportunity for you!

A key value of our students' union is promoting Equality and Diversity - Advancing equality and breaking down barriers in all that we do. Applications from individuals are encouraged regardless of their race, gender/gender identity, sexual orientation, religion, age, disability status or any other diversity. We are happy to discuss any reasonable adjustments you may require in the recruitment process or once in the post.

This pack is designed to give you information the role of a Trustee and our Students' Union. If you would like to find out more you can contact our Chief Executive, Sinead Daly, by emailing [sinead.daly@uws.ac.uk](mailto:sinead.daly@uws.ac.uk) to arrange a suitable time to speak.

If you would like to apply for the post, please complete the Application Form, Trustee Declaration and the Diversity Monitoring Form and email them to [recruitment@uwsunion.org.uk](mailto:recruitment@uwsunion.org.uk). Please do not send a CV as it will not be considered. **Closing date for applications is 10am on Tuesday 28th March 2023.**

Please note, all applications and relevant recruitment documents will be held confidentially and destroyed 6 months after the closing date, apart from documents relating to the successful applicant.

We look forward to receiving your completed application.

# About Our Union

02



## Our Services

### WELFARE AND ADVICE

Provides impartial information, advice, representation and advocacy to students.

**Fun Fact:** 85% of students told us that they felt better after contacting our advice service



### We are a democratic charity that is led by students.

All UWS students are automatically members of the Union. We work in close partnership with the University but are an independent charity that is democratically accountable to students at UWS.

Each year UWS students elect a team of four student Sabbatical Officers to represent the needs and views of students across the University community. As members of NUS Scotland and the UK they campaign collectively to improve students' lives.

We have a professional and dedicated staff team that support our elected student officers and deliver excellent services to UWS students. We employ additional part time student staff who work in our Café / Bar outlets.

We have an annual income of around £900,000 that is a combination of grant income from UWS and trading income.

The Students' Union is a registered Scottish Charity, number SC049356 and Company Limited by Guarantee, number SC631885.

*Our vision is to create a better future for UWS students and the world around us.*

### REPRESENTATION

We support Student Reps to feel confident in their roles. Student Reps strive to enrich the learning experience of current and future UWS students.

**Fun Fact:** 97% of Reps who received training found it valuable.



### SOCIETIES

We support students to establish and run Student Societies and avail of volunteering opportunities. This helps students to make friends, gain experience and develop their skills.

**Fun Fact:** Last year we had 48 societies with 871 members.



### SOCIAL EVENTS

Our two commercial venues in Paisley and Ayr provide a safe and fun space for students to enjoy themselves and make lasting memories.

**Fun Fact:** Last year we ran 161 events



Our Strategic Plan shapes and directs our resources and activities until 2025. We agreed four key pillars to guide us and values that shape our behaviours. You can read our plan and short video by [clicking here](#).

Building a powerful voice for students

1

Supporting students to achieve their goals and aspirations

2

Building a sense of belonging and community

3

Building a strong Students' Union

4

## WISE VALUES

### WELCOMING

Always friendly and supportive, providing opportunities to meet new people, learn new skills and have fun.



### INNOVATIVE

We are an ambitious Union and are unafraid to try new ways of working to ensure students receive best services and university experience.



### STUDENT LED

We are led by students for students and ensure that student voices are at the heart of everything we do.



### EQUALITY & DIVERSITY

Advancing equality and breaking down barriers in all that we do.



**Trustees are responsible, individually and collectively, for leading our work in creating a better future for UWS students and the world around us.**

We are living through challenging times, and our trustees play an essential role of setting our strategic direction to ensure our Union can respond to the changing needs of students.

## **Key responsibilities**

- Trustees ensure that the activities and resources of the Union follow our charitable purposes as detailed in our constitution
- Adhere to the Nolan Principles of good governance: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Ensure compliance with our constitution, charity law, company law, the Education (Scotland) Act and any other relevant legislation and regulations
- Contribute actively to the Trustee Board in giving strategic direction for the Union, setting overall policy, defining goals, setting targets and evaluating performance
- Safeguard the good name and values of the Students' Union
- Ensure the financial stability of the organisation

## **Other duties**

- Each trustee should use any specific knowledge or experience to assist the board in reaching sound decisions
- Support and mentor new trustees
- Recruitment of CEO and senior staff

## **Useful Resources**

- [Our Articles of Association and Byelaws that make up our constitution](#)
- [OSCR Guidance and Good Practice for Charity Trustees](#)

## Person Specification

### **Essential Criteria**

- Commitment to UWS Students' Union and its core values
- An interest in the work of Students' Unions/ Higher Education and understanding of the context of HE/ FE sector
- Sound judgement and the ability to think strategically
- Good communication and interpersonal skills
- Independent, effective and objective judgement
- Ability to adapt to the dynamic needs of a student-led organisation
- Believe in equality of opportunity valuing equality, diversity and inclusion.
- An awareness of the effective governance of organisations (public, private or voluntary sector).
- An understanding of the role of a Board of Trustees for a charity and acceptance of the responsibilities and liabilities
- Experience in supporting the strategic development of an organisation
- Experience in managing change

### **Desirable Criteria**

- Digital Communications – knowledge of building brand and storytelling skills
- Governance expertise
- Finance & income diversification or commercial development



## **Time commitment and location**

The Board meets quarterly with meetings held midweek in the early evening. Additional sub committee meetings take place throughout the year. All External Trustees are automatically members of the Audit and Risk Committee and the HR Committee which meets every six months.

Board meetings are held at our Scottish campuses. We have video conferencing facilities for trustees who live further afield. All sub-committees are held online. Trustees are expected to attend occasional development / strategic planning days and social events.

## **Term of office**

The period of office will be for negotiation with a maximum of four years. There is a possibility of a second term of up to four years (subject to re-election).

## **Training**

All Trustees are provided with training and support to fulfil their roles. We utilise the expertise from existing trustees, the National Union of Students (NUS), OSCR, the University, the Scottish Council for Voluntary Organisations and other students' unions to ensure trustees are fully informed of their responsibilities. External Trustees also provide an important role in supporting our incoming Sabbatical and Student Trustees, who change annually / bi-annually.

## **Reward**

The role is a voluntary one, however we will provide the support you need to be an effective trustee, including an induction and opportunities to attend external training. We hope that trustees will regard the role as an excellent opportunity to develop their own skills and experiences, as well as the reward inherent in knowing you are helping the Students' Union in its work to improve the lives and experience of the students we represent.

## **Expenses**

All reasonable expenses such as travel to board meetings will be reimbursed in line with our Expenses Policy.



Please ensure you send a completed **Application Form by 10am on Tuesday 28th March 2023**. Candidates are also required to read and sign the Trustee Declaration and Equal Opportunities Monitoring Form, which will be separated from your application prior to short-listing.

## Process

The appointment process is handled by the Nominations Committee – a subcommittee of the Board. If you are selected for interview, you will be contacted to advise you of the date and time of the interview and the process thereafter. Candidates will be given a tour of the Students' Union as part of their interview process (unless the interview is being conducted remotely).

## Guidance on completing the application

As part of our commitment to equal opportunities, candidates for each post are treated equally. We remove all identifying personal information before any applications are passed on to the appointments panel. It is **very** important that your completed form contains both the information we want about your skills and experience and the information you want to give us.

Question 4 and 5 are the most important part of your application. This is your chance to explain why you want to be a Trustee and what experience, skills and knowledge you can bring to the role. **Ensure you refer to the Essential and Desirable Criteria outlined on page 4.**

Thank you and good Luck!



# THANK YOU

We hope you have found this application pack helpful. Please contact [recruitment@uwsunion.org.uk](mailto:recruitment@uwsunion.org.uk) if you have any questions.



[www.uwsunion.org.uk](http://www.uwsunion.org.uk)



The Students' Union, Storie Street,  
Paisley, PA1 2HB



0141 849 4151



[recruitment@uwsunion.org.uk](mailto:recruitment@uwsunion.org.uk)