

# CHAIR OF THE BOARD OF DIRECTORS

## RECRUITMENT PACK





## Vacancy: Chair of the Board of Directors

Edinburgh Napier Students' Association Ltd (ENSA)

### About ENSA

Edinburgh Napier Students' Association (ENSA) exists to enable our 20,000 student members across Edinburgh and around the globe to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier University students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

ENSA has three elected Sabbatical Officers who are the face of the Students' Association: President Societies and Community; Co-President Education and Employability and Co-President Sport and Wellbeing. In addition, we have a staff team of 15 who work in the areas of advice and guidance, student engagement (including events and campaigns; representation; and extra-curricular activities), communications, finance and administration.

ENSA is a registered charity with OSCR; it is also a private company limited by guarantee without share capital registered with Companies House.

To learn more about the charity, please visit our website: <https://www.napierstudents.com/>

Other useful links:

[ENSA Annual Accounts 2023](#)

[Impact Report 2023/24](#)

### About the role

As our Chair has now come to the end of her term in office, we are looking to recruit a new Chair with the skills and experience to lead the Board of Directors, promoting good governance and providing effective and empowering line management to support our CEO. 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 and ensure ENSA delivers the best experience for students.

### About ENSA's Board of Directors

The Board is collectively in charge of ENSA, for upholding its values and aligning it to the Association's charitable aims. It has overall responsibility for ENSA's governance: budget-setting and financial reporting, health and safety, human resources and legal compliance.

The Board is made up of 12 Directors: six External Lay Directors (including the Chair) appointed through a competitive process for their professional expertise; three Student Lay Directors who are

registered students of Edinburgh Napier University and appointed through a competitive process; and three Sabbatical Officers who are elected by the student body.

In line with charity law, all ENSA's Directors (elected and appointed) have equal status. Directors have a variety of experience and skills which offer different perspectives, and are all, jointly and severally, liable for the governance of the charity. Directors are expected to take their responsibilities seriously, attend meetings, and manage any conflicts of interests appropriately.

### **Job Description**

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

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

**Time Commitment:** The Chair will be expected to commit approximately ten hours a month to this appointment, in addition to preparing for, and participating in, Board meetings.

**Board Meetings:** All Directors are expected to attend (normally) six Board meetings a year with some held on campus and some online.

While the responsibility for good governance is shared amongst all Directors, the Chair has some additional responsibilities:

1. **Leadership.** The Chair is expected to chair board meetings and the AGM, to manage relationships with other Board members and delegate functions to the CEO and team as appropriate. 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 and is responsible for managing finance and risk effectively, either directly or through delegation to the Finance & Risk Committee.
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 and its Court, ensuring openness and transparency. The Chair will work collaboratively with ENSA's CEO, the Sabbatical Officers and other Directors 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.
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 guided by the Board's HR 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 the other Directors, 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 Board in meetings and correspondence.
7. **Compliance.** The Chair shall ensure that the 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 Directors 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 the 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

Attributes	Essential	Desirable
Education & qualifications	A degree or equivalent	
Experience & knowledge	<ul style="list-style-type: none"> <li>Experience of working successfully on non-executive boards</li> <li>Experience leading and coordinating a team and/or projects</li> <li>Experience of line management and conducting reviews</li> <li>Experience developing and overseeing strategies</li> <li>Experience of building effective relationships</li> <li>Experience of monitoring strategic and organisational effectiveness</li> <li>Experience of reviewing reports and monitoring key performance indicators</li> <li>Knowledge of legislative and compliance requirements relevant to the governance of a charity</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the higher education sector and/or student associations</li> <li>Experience of chairing a Board</li> <li>Experience of evidence-based decision making</li> </ul>
Competencies & skills	<ul style="list-style-type: none"> <li>An excellent leader who can bring together and coordinate a Board of Directors to work towards a shared goal</li> <li>High level of communication skills (verbal, and written, formal and informal) at all levels</li> </ul>	

	<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>Good IT skills</p> <p>Ability to build relationships and work effectively with people of different ages and backgrounds</p>	
Other attributes and abilities	<p>High regard for the student experience</p> <p>A positive approach towards continuous improvement</p>	

### How to apply

Applications are open until 29 September.

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, highlighting responsibilities and achievements.
- Contact details for **two referees** (at least one professional). Referencing will not be conducted unless successful and referees will not be contacted without prior permission.

Applicants should apply online by email to [HR@napierstudents.com](mailto:HR@napierstudents.com).\*

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

Shortlisted applicants will be contacted by email and invited to an interview. It is expected that all interviews will be held virtually on Teams.

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

By applying for this post, you are agreeing for us to process your data. For information on how ENSA will use the data you provide, please visit: [www.napierstudents.com/privacy](http://www.napierstudents.com/privacy).

\*If you have any trouble using the HR email address, please contact us at [ENSA@napier.ac.uk](mailto:ENSA@napier.ac.uk) to let us know and we will be in touch. Please do not send your application to this address.