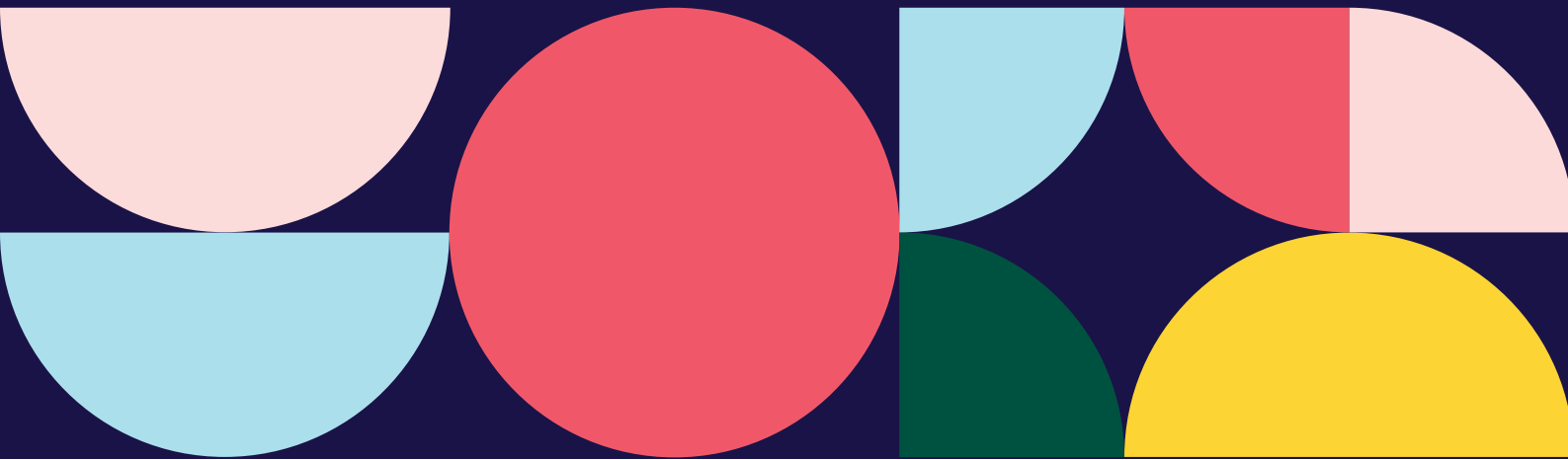


Trustee Vacancy

Information for Applicants

**Co-opted Bristol SU Trustee
(non student)**

Role and Applicant Pack





Welcome

We're really excited that you're interested in being a trustee at Bristol Students' Union (SU)!

Part business, part charity, part membership body – Bristol SU is a seriously fun place to work. Our professional employees do something extraordinary every day: they support student leaders to give people a voice in their education, help people get the most out of their student experience and make the change they want in the world.

It's an exciting time to join Bristol SU. We have come to the end of the first year of our strategic plan that will help to create an inclusive and supportive University community. Over the next few years, our ambition is to be a modern and exciting part of the Bristol experience. We will be relevant to all students, making a difference in their lives by offering advice and representation, the chance to make new friends, develop new skills and discover new interests.

We are looking for passionate people that share our values and that can bring their positivity and ideas along with an inclusive and collaborative approach to helping us ensure maximum impact for our members.

If you're excited to help shape the future of a charity that improves the lives of 30,000 members and want to be a trustee in an award-winning supportive and inclusive organisation, we'd love to hear from you.



The Bristol SU Director Team





About Us

The University of Bristol Students' Union is a membership organisation democratically led by students, for students. We represent over 30,000 student members and work to make sure that they get the best from their time at university by providing around 400 clubs, societies and networks, offering free support services and academic advice and representing students on the issues that matter to them. Bristol SU is also home to a number of enterprise services such as a lettings and property-management service, a shop and social spaces and venues selling refreshments and hosting brilliant events. We reinvest all of the profits from these services back into Bristol SU to enable us to continue to support a great university experience for Bristol students.

Our 2022-2025 strategy sets out our destination and areas of focus for the next few years.

Our Destination

A Union for all students.

We are working towards this destination through 7 strategic themes:

- Diversity & Inclusion – A Union for our diverse student body.
- Access & Participation – Diversifying and widening participation
- Evidence & Insight – We will use evidence to guide and drive our decisions.
- Communication – A vibrant brand and respected source of information.
- Places – Vibrant, visible social spaces located where students need them.
- Digital – A digital culture that enriches engagement and empowers our community.
- People – Talented people, delivering quality outcomes, in a compassionate culture.

Find out more about the SU's impact and the outcomes we've achieved for our members.

93% of our people would recommend
Bristol SU as a great place to work.





Our Values

It's not just what we do that matters, it's how we do it. We will reflect what is most important to our students:



We are loud and proud about **equality, diversity and inclusion**. We are a Union for all students.



We want our students to thrive, so we support the **wellbeing** of our students through the services that we offer and the campaigns that we run.



We believe **community** matters; we create a sense of belonging across the student body through out student groups, networks, events and spaces.



Sustainability underpins all that we do; we want our Union, our University and our planet, to be here for the long term.



We believe opportunities for joy, humour and positivity are important, we want our students to have **fun** whilst at University.



I have been working for Bristol SU a long time and still love it because it is a fun and dynamic place with a great staff team, brilliant students and a leadership team who support and care for staff. No day is ever the same, there are always opportunities to try new things and good learning and development opportunities.

Suzanne Doyle, Executive and Governance Manager





What We Do

Student Community

Bristol SU offers around 400 sports clubs and societies - one of the highest in the country. This means that there is something for everyone to get involved in. Our experienced employee team support Bristol University students to set up and run their clubs and societies, events and volunteering projects. We also run a Volunteering & Fundraising Network which brings together social impact activities at Bristol SU and provides opportunities for students wanting to make a positive impact in the community.

There is always something happening at Bristol SU, including tons of events taking place every day either virtually or in our SU building. Events range from workshops, training sessions and awards evenings to music, comedy and club nights.

Student Voice

Democratic decision-making is integral to Bristol SU. Our members elect the people that lead our organisation and represent their voice. Bristol SU is powered by a network of hundreds of student representatives who make sure that student voice is a central factor in shaping the university experience and the decisions affecting their education. Our academic advice service, enables us to provide support to students with problems they might be experiencing during their time at university, and our experienced team offers information and support for students needing help with academic issues and concerns.

Student Services

The Students' Union is home to a number of social enterprises that provide services to our student members, reinvesting the profits back into student activity. Our services include our lettings service, which improves the moving experience for students by providing affordable, quality housing solutions. It also includes our shop, 'The Basket', selling a range of accessories, merchandise, gifts, and stationery. We also provide inclusive and vibrant spaces for students to study and connect with others, relax over a meal or a drink, or take part in student-led events.





How We Are Run

Trustee Board and Student Leaders

We're a democratically-run organisation, with student officers elected annually who direct our work. Our Board of Trustees holds the ultimate responsibility for everything we do.

Our Board of Trustees is made up of 16 members including our full-time officers, student trustees, co-opted (external) trustees and a nominated trustee, which comes from the University. They meet regularly throughout the year, with committees meeting at regular intervals before each Trustee Board.

Every year, students are given the chance to vote for and stand to be one of the seven full-time officers who lead our organisation. They are paid a salary and work full-time for one year. Their post involves representing students, making day-to-day decisions on behalf of the organisation and working with employees to deliver our strategy.

Finance and Funding

We receive most of our funding from the University which is given to us each year in the form of a block grant. We also raise funds through our commercial activity and receive a small amount from donations and other grants.

We are a charity and therefore do not generate a profit - every penny we make is reinvested back into our services for students.





Being an SU Trustee

Why be a trustee?

This is an exciting time to join Bristol Students' Union. Our new strategy is in full swing. We're becoming more digitally connected, and embracing the opportunities and challenges that our new Temple Quarter campus brings. As a Trustee, you'll be crucial in helping us shape our journey as well as addressing pressing issues such as:

- Access to education
- Mental Health
- Accommodation
- Race inequality
- Poverty
- Inclusivity
- Internationalisation

Who we're looking for

We need a resourceful and determined individual to help support, direct, shape and develop our work. You'll be involved in providing strategic, financial and governance oversight to help achieve our vision of "a Union for all students". Most importantly you want to help make a difference to the lives of our 30,000 members and around 400 clubs and societies. We are looking for someone who wants to help students and has the ability to collaborate with others and think strategically.

Experience of being either a trustee, significant leadership, senior management or governance is essential. Understanding of the charity or higher education sector would be advantageous but not essential. And whilst we're relatively open in terms of skillsets, our preference would be if you had expertise in one of these areas:

- Legal especially charity/company law
- Governance, particularly charity governance
- Equality, Diversity and Inclusion (EDI)
- Digital/tech
- Data
- Enterprise

In 2025 we will be looking for a new Co-Chair for the board, so if this is also something that appeals to you please consider applying.



Our Student Leaders

Our full-time officers are elected every March by the student body to take on full-time, paid roles to lead the Students' Union for one year. They represent the voice of students and help improve the student experience at Bristol.

Our current full-time officers are...



Saranya

Equality, Liberation &
Access Officer



Bakhtawar

International Students
Officer



Timber

Postgraduate Education
Officer



Pat

Sport & Student
Development Officer



Adam

Union Affairs Officer



Izzy

Student Living Officer



Nicole

Undergraduate Education
Officer

[Find out more about our Officers, their roles and the campaigns that are important to them.](#)



Employee Structure



Want to know more about everyone at the SU?
Meet the full Bristol SU team.





Bristol and the SU

About Bristol

Bristol is a vibrant and diverse city that's buzzing with personality. Set in the hills of south-west England, it has a fascinating heritage and incredible creative spirit. It's also a green city, with over 400 beautiful parks and gardens and has been named the kindest and most environmentally friendly city in the UK.

Bristol is easily accessible from London as well as from the north and east of England. You can find out more about the city at [visitbristol.co.uk](https://www.visitbristol.co.uk).

Our address is **Richmond Building, 105 Queens Road, Bristol, BS8 1LN.**

Flexible Working

Bristol SU is a great place, where our employees achieve a good work-life balance. We really care about our employees being able to thrive both at work and at home, and so welcome suggestions and requests for flexible working, including part-time working, job shares, condensed hours and homeworking.

Whilst we can't guarantee to accommodate every request, we do promise to carefully consider them all, and work with our employees to help them work when and where they can be at their best.



I have worked at Bristol SU for seven years and this time has included the birth of my two children. Bristol SU has been a really supportive employer and I always felt happy to return to work after maternity leave knowing that I enjoy my job and like my colleagues! The SU has always understood that we all have competing priorities in life and wherever possible has helped me to be effective in my role whilst being flexible around other commitments.

Hannah, Student Opportunities Manager





Working at Bristol SU

Employee Development

As a member of the Bristol SU team, we provide employees with access to a variety of learning opportunities and professional training so that whatever their chosen field of work, with the right mix of challenge and support, they'll gain fantastic experience and room to develop and advance their career.

They also have access to excellent career development opportunities. More than 75% of our senior leadership team have been promoted from within the organisation. We're committed to helping every single one of our people make real progress towards achieving their career development goals - both during their time at Bristol SU and beyond.

Wellbeing

We take mental and physical health seriously. We have made a real and meaningful commitment to the health and wellbeing of our employees and trustees, and to promoting a positive culture of joy and wellbeing.

We host regular wellbeing events and activities and provide line managers with training to ensure that they can provide proactive and tailored support to their team members. Our employees also benefit from access to a free counselling service.

100% of our people agree that Bristol SU cares about its employees





Diversity & Inclusion

"Be yourself, be proud of the work you do and build a career in a place that knows that different is good."

Diversity and Inclusion at Bristol SU

Equality, diversity and inclusion are central to life at Bristol SU. We approach our work with positivity and celebrate our diverse and unique communities. Our people are proud of our values and care about creating diverse and supportive communities that are inclusive of age, disability, gender identity, race, religion, sexual orientation and experience.

Guaranteed Interview Scheme for Candidates from Ethnically-Marginalised Groups

We recognise that candidates from ethnically-marginalised backgrounds may face additional barriers throughout their careers, when applying for new roles across the sector and when applying for trustee roles. We are committed to taking affirmative action to expand the diversity of our employees and trustees by offering a guaranteed interview scheme for candidates from ethnically-marginalised groups.

If you meet the minimum criteria for a role (at least 80% of the 'essential' criteria in the person specification) and are from an ethnically-marginalised background, you'll be guaranteed an interview.

It is important to note that this scheme guarantees an interview for applicants from ethnically-marginalised groups who meet the minimum criteria and tell us that they'd like to be considered under the scheme. The selection decision at the interview will be based on the most suitable candidate, regardless of any protected characteristic.

Awards

We have appeared in the Inclusive Companies top 100 list, and have won a number of awards for our commitment to diversity, including best Students' Union. We also won a Third Sector Excellence Award at the 2018 Investors in People Awards.



Benefits & Perks

We offer a range of financial benefits and a variety of opportunities for employees to develop their skills and career. This is in addition to flexible working opportunities, generous family leave policies and holidays, great social opportunities and diverse employee networks.

Annual Leave

Salaried employees at Bristol SU get **25 days** annual leave, plus 8 university closure days and bank holidays - that's at least **40 days!**

Enhanced Pay and Support for New Parents

We provide up to **4 months** enhanced pay for parents taking maternity, adoption or shared parental leave. Bristol SU employees are also part of the University's Work and Family initiative, which provides support for new parents including support when returning to work and beyond.

Enhanced Pension Contributions

We match employee contributions into their pension scheme up to **6%** of their earnings.

Travel

We offer a cycle-to-work scheme, travel loan options and access to the campus car parking and car share scheme.

Discounts

Employees get a free NUS Totum card entitling them to discounts at various retail outlets. They also benefit from a **range of other discounts**, including discounted **gym membership** and reduced **childcare** rates at the University of Bristol day nursery.

And Lots More...

Some of our other employee benefits include membership to clubs and societies, University library access, Microsoft Office at home and free access to the Business Lounge at the Engine Shed (next to Temple Meads).



About the Role

Co-opted Trustee – Role Profile

Job Title	Co-opted Bristol SU Trustee (non student)
Hours	At least 30 hours in meetings/events a year. Time also to read emails, papers and complete forms
Salary	This role is voluntary (not remunerated). Reasonable expenses will be reimbursed when carrying out trustee duties
Duration	3 years (with a potential of another 2 terms of 3 years)
Works with	Directors, Management Team, Executive and Governance Manager (Clerk) and other trustees

Purpose of the Role

- Responsible, individually and collectively, for all the activity within the University of Bristol Students' Union (Bristol SU).
- Ensure that Bristol SU complies with all charity, company and other relevant regulatory requirements and best practice.
- Responsible for setting the vision, mission and values of Bristol SU and for ensuring the delivery of the organisation.
- Support the development of the strategy and monitor the delivery of the strategy.

Duties and Responsibilities

In addition to all other duties of being a Charitable Trustee and Company Director, the following key responsibilities apply to all Trustees at Bristol SU.

1. **Direction and Vision**

- Determine the overall direction and development of Bristol SU through the principles of good governance and a clear vision and strategy.
- Ensure that Bristol SU acts in accordance with its charitable objects, byelaws, articles and other documents and remains true to its vision, mission and values.
- Committed to Bristol SU's purpose and helping to improve the lives of our members, the students.

2. **Compliance**

- Ensure that Bristol SU complies with all relevant legislation and regulations, including relevant charity law, company law and the Education Act.
- Ensure that Bristol SU does not undertake activities that put its financial stability, members or reputation at undue risk and its resources are properly managed and protected.



About the Role

Co-opted (External) Trustee – Role Profile

Duties and Responsibilities (continued)

3. **Challenge and Support**

- Work with other trustees, employees and volunteers in a constructive manner whilst also being able to challenge for the greater good of Bristol SU.
- Support and delegate authority of operational matters to the Chief Executive and Management Team.
- Use your personal skills and experience to help ensure Bristol SU is well run and efficient.
- Seek external professional advice where there may be risk to Bristol SU or where Trustees may be in breach of their duties, or at any other appropriate moment.

4. **Commitment and expectations**

- Participate fully in Board meetings and when making decisions, join one of the Board's committees and attend other key Bristol SU events.
- Uphold the values of Bristol SU and protect its name and reputation.
- Add value to the Board and Bristol SU by generating innovative ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.
- Use any specific skills, knowledge or experience to help the Trustee Board reach sound decisions. This may involve, but is not limited to:
 - reading and scrutinising board papers for meetings
 - participating in discussions
 - focusing on key issues
 - supporting and empowering the student and officer trustees
 - hearing appeals of complaints

5. **Other**

- Undertake such other tasks as may be necessary in order to achieve the vision, mission and values of Bristol SU
- Comply with all Bristol SU Health and Safety guidelines
- Take personal responsibility for Health and Safety of yourself and those around you
- Adhere to relevant policies of Bristol SU



About the Role

Co-opted Trustee – Role Profile

Experience and Expertise

7. The skills and expertise that we are ideally looking for are:

- Experience of being either a trustee, significant leadership, senior management or governance is essential. This is because our Full-Time Officer and Student Trustees are (almost always) first time trustees so it is important that our co-opted trustees have some experience.
- Understanding of the charity or higher education sector would be advantageous but not essential.
- And whilst we're relatively open in terms of skillsets, our preference would be if you had expertise in one of these areas:
 - Legal especially charity/company law
 - Governance, particularly charity governance
 - Equality, Diversity and Inclusion (EDI)
 - Digital/tech
 - Data
 - Enterprise
- We will also be choosing a Co-Opted Co-Chair-elect sometime in the next 2 years, to enable a substantive handover from our departing Co-Opted Co-Chair in 2025. If this is something you might be interested in then please contact suzanne.doyle@bristol.ac.uk.

Availability and Meetings

8. You will need to be available for some online trustee meetings and in person trustee meetings and events throughout the year (awayday, induction, training). Minimum time commitments:

- 4 Trustee Board meetings a year, which last about 2 hours
- 4/5 Committee meetings a year, which last about 2 hours 30 mins (if you would like to attend both committees this would be up to 8/10 meetings)
- Induction and Training as required by the role - half a day
- Awayday - full day
- There are also options to attend events and other meetings e.g. awards, welcome fair. This element of the role helps you to understand the wider organisation and build relationships.



About You

Co-opted Trustee – Person Specification

Key E = Essential criteria
A = Assessed in the application form

D = Desirable criteria
I = Assessed at interview

	Priority	Assessed
Knowledge & Experience		
1. Experience of either being a trustee, significant leadership, senior management or governance	E	A
2. Experience of helping organisations succeed	E	I
3. Understanding of the HE sector and an understanding of student life and priorities	D	A/I
4. Understanding of Students' Union governance and democratic structures	D	A
5. Knowledge of effective governance of organisations, which may include charity or company governance and relevant laws.	E	A/I
6. A background in one of the areas listed in the role description	D	A / I
Skills & Abilities		
1. Able to work with Trustees and Management Team and make informed, collective decisions and stand by them	E	A/I
2. Able to deal with confidential and sensitive information, and can demonstrate the ability to adhere to this	E	A/I
3. Interest in working for and with students	E	A
Values & Behaviours		
A demonstrable commitment to our organisation's values	E	I
A commitment to and understanding of equality, diversity and inclusion	E	I
Comfortable working in a democratic, student-led environment with the ability to empower and build effective relationships with elected officers	E	I

If you think you have what it takes to be our next trustee but aren't sure you meet every point on the person specification, please still get in touch with the Clerk. We'd love to have a chat and see if you could help us to achieve great things for our SU and its members.



How to Apply

The closing date for applications is

Application Timeline

- Closing Date: Mon 4 Dec at 9am
- Shortlisting: Tue 5 Dec
- Interview: Mon 11th or Tue 12th Dec 2023 (if you can't make that date please let us know asap)

Please submit your application via our online recruitment portal.

You will need to provide an up-to-date copy of your CV, and a detailed cover letter setting out how you meet the requirements included in the person specification and role.

Please note:

- We will contact you to let you know the outcome of your application asap.
- Applications received after the above closing date will not be considered.

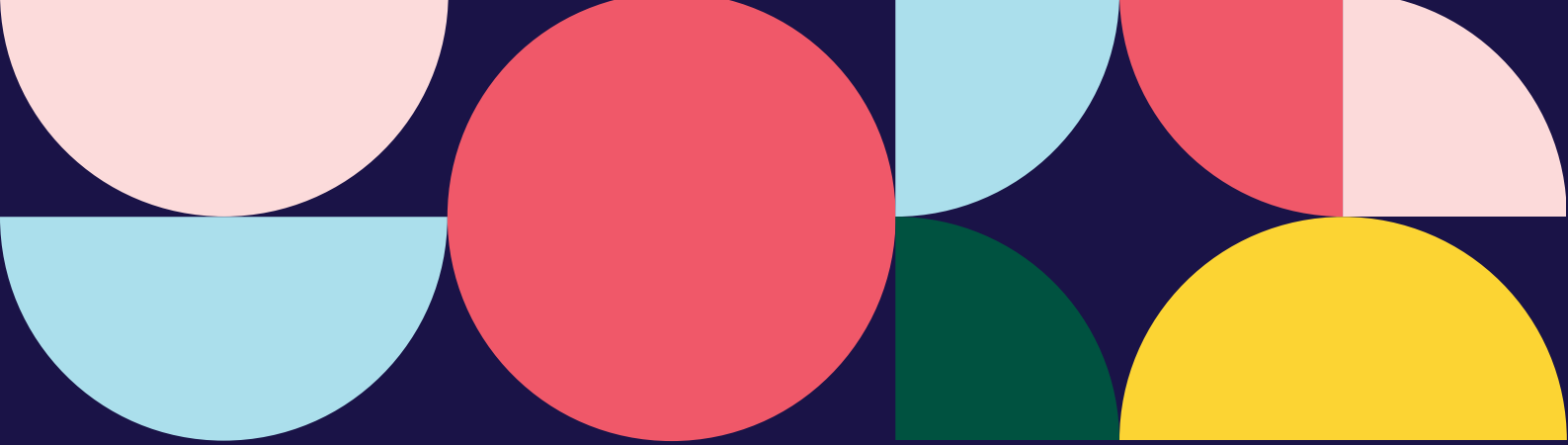
Informal enquiries:

For an informal chat and to find out more about the role, please contact the Clerk to the Trustee Board: suzanne.doyle@bristol.ac.uk who can always put you in touch with the Co-Chairs or the Chief Executive.

Impostor syndrome

Impostor syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a role, and has long been thought to disproportionately affect women and people from marginalised backgrounds. If you recognise feelings of impostor syndrome during your job search, [you'll find some useful tips to help overcome it here.](#)





Bristol SU