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**Post Title:** Trustee

**Philosophy of post:** The Trustees of the Guild of Students are ultimately responsible for directing the affairs of the Guild of Students. They must ensure that it is well run and delivers the objectives for which it has been set up. They must ensure that the Guild of Students works for and with its membership in all that it does. They should maintain a collective responsibility at all times.

### Responsibilities

1. To ensure that the Guild of Students
  - a. complies with its governing document, charity law, company law and any other relevant legislation or regulations
  - b. uses its resources exclusively in pursuance of its objectives
2. To actively contribute, together with the other trustees, the Officer Team, the Chief Executive to ensuring that the Guild of Students has a clear strategic direction that meets the needs of its members and is focussed on achieving these.
3. To be an ambassador of the Guild of Students, safeguarding and developing the reputation and values of the Guild of Students.
4. To ensure the long-term financial stability of the organisation.
5. To protect and manage the assets of the Guild of Students taking all due care over their security, ensuring that they are used exclusively in pursuance of the agreed objectives.
6. To undertake appropriate training and personal development as required for the role.
7. To contribute actively to the Board of Trustees, using any specific skills, knowledge or experience to help the Board of Trustees reach sound decisions. This may involve, but is not limited to:
  - a. Scrutinising board papers
  - b. Leading discussions
  - c. Focusing on key issues
  - d. Providing guidance on new initiatives
  - e. Hearing specific HR and/or membership discipline cases
  - f. Other issues in which the trustee has special expertise.
8. To adhere to all relevant Guild policy with particular reference to staffing, health and safety and environmental.
9. To support the work of the Guild of Students' Trustee Board and Sub-Committees, where necessary, in the event of sickness, holiday or other exceptional circumstances.

**PERSON SPECIFICATION:**

<b>CRITERIA</b> <b>You should be able to demonstrate in your application</b>	<b>E</b>	<b>D</b>	
<b>QUALIFICATIONS –</b>			
Good general education, A level or beyond, including Maths and English at least to GCSE or equivalent	✓		AF
Degree qualification or equivalent or working towards		✓	
<b>KNOWLEDGE AND EXPERIENCE</b>			
An understanding of the issues facing students in higher education today and the role of a Student Union	✓		AF/I
Experience of co-ordinating and/or delivering strategic vision		✓	AF/I
Experience of working with students	✓		AF/I
Knowledge of Health and Safety issues including duty of care principles		✓	AF/I
Knowledge of Finance		✓	AF/I
Knowledge of HR		✓	AF/I
Knowledge of Charity Law		✓	AF/I
Knowledge of Marketing & Communications		✓	AF/I
Knowledge of Business Management		✓	AF/I
Knowledge of Governance		✓	AF/I
<b>SKILLS AND ABILITIES</b>			
Ability to think creatively		✓	AF/I
Ability to present information clearly and concisely in writing or verbally		✓	AF
Ability to establish strong working relationships with a wide range of individuals, officer team, senior management and any relevant external bodies	✓		AF/I
Ability to communicate effectively one-to-one and in groups	✓		AF/I
Ability to recruit, motivate and develop others		✓	AF/I
Information gathering skills, for example acquiring knowledge of relevant legislation, charity law and current trends	✓		AF/I
Ability to work effectively within a democratic structure		✓	AF/I
Ability to take a constructive and co-operative approach	✓		AF/I
Ability to act corporately and not in the interests of one particular group and to reach objective and independent decisions	✓		AF/I
Commitment to access and inclusion and equal opportunities	✓		AF/I
<b>PERSONAL QUALITIES</b>			
Team focussed approach	✓		AF/I
Diplomatic	✓		AF/I
Self motivated and confidence to speak openly	✓		AF/I
Flexible and able to commit to approximately 6 hours per month.	✓		AF/I
Committed to continuous advancement of the Guild of Students	✓		AF/I
Membership and other Stakeholder focus	✓		AF/I
Integretory	✓		AF/I
Objectivitivity	✓		AF/I
Accountability	✓		AF/I
Commitment to transparency	✓		AF/I
Honesty	✓		AF/I
Leadership	✓		AF/I
Attention to detail	✓		AF/I

All disabled applicants who meet the minimum criteria will be interviewed. If candidates do not meet the person specification they may be required to undertake training as specified by the Guild.

E = essential

D = desirable

Tested by = method by which you will be asked to demonstrate you possess this quality

AF = application form

I = interview