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Letter from
the Chair

My name is David Ball and I chair the Board of Trustees at Hertfordshire Students’ Union (fondly known as HSU). I would like to thank you for considering joining our Board and tell you something about our work.

The Board has eleven members - 4 elected student officers, 2 appointed students, 1 University representative and 4 external representatives. We also have a number of officers in attendance such as the CEO and her senior team.

Our main task is to ensure that HSU operates legally within the Charities Commission structure and to work with the elected officers and the CEO and her team on drawing up the strategic direction and values of HSU.

As for everyone, the past two years have been extraordinary and we have worked hard on moving the Board into a new working environment and we expect this type of work to continue into the near future. HSU and the University do not stand still however and we have completed joint projects with which have seen the complete refurbishment of our social space and the outsourcing of all catering and retail activity. Our student members have been tireless and successful in their advocacy of the need for student support (academic and financial) during the pandemic.

Being a part of the Board of Trustees is both exciting and satisfying. It takes members across the whole of HSU and the University and allows us externals to offer our expertise and experience to the work of the Union.

There is much more to say than I can put into this brief introduction so if you would like a confidential conversation do please contact Eve Peacock - recruitment@hertfordshire.su who will arrange an appointment.
The Board of Trustees

The Board of Trustees has overall responsibility for the oversight of the administration of Hertfordshire Students’ Union.

The Board is made up of 11 members:

- **4 Elected Officers** – students elected to a full-time one-year position at the Union
- **2 Student Trustees** – current students appointed by the Chair and President
- **4 External/Lay Trustees** – individuals appointed to bring wider expertise, experience and skills to the Board
- **1 University Trustee** – a member of staff from the University of Hertfordshire

The following people attend the Trustee Board as Officers in Attendance:

- **Secretary to the Board**
- **Chief Executive Officer** (Herts SU)
- **Head of Operations** (Herts SU)
- **Head of People and Resources** (Herts SU)
- **Head of Student Services** (Herts SU)

There are usually 4–6 meetings of the Board per year, with sub-committee meetings organised ahead of each meeting. Meetings are currently being held virtually, but there is a desire to return to face-to-face meetings as soon as practically possible. It is possible we will move to hybrid meetings soon.

An annual Trustee Planning Day is held every summer in August or September, aligned with the introduction of new Officer Trustees, in order to support the collective relationship and responsibility of the Board.

There are several sub-committees of the Board identified in the governing documents:

- **Remuneration and Appointments Committee**
- **Finance and Audit Committee**
- **Election Review Working Party**

Each sub-committee is made up of one to two External Trustees, one of whom will act as Chair of the committee, along with one to three Student or Officer Trustees, in addition to the CEO and appropriate senior manager who will support and inform the committee.
Hertfordshire Students’ Union is here to support students on their journey at the University of Hertfordshire and make sure it’s the best it can be. We’re a registered charity and we work closely with UH to enrich the student experience. We are a dynamic, vibrant and exciting organisation.

Herts SU runs a variety of provisions for the benefit of our 25,000 strong student population. Services include academic representation, advice and support, events, opportunities and a nightclub.

The Forum Hertfordshire has recently undergone a major refurbishment and we were delighted to open our doors to students in September 2021. The student venue is split across two floors – Seventy7 and The Loft – with a total capacity of 1,100 people. It continues to be an integral part of the student experience at Herts.

As a board member, you will work alongside the rest of the External Trustees, our Officer Trustees, Student Trustees and University Trustees to ensure the Union is run in accordance with charity regulations and our constitutional framework.
Our Outreach

Advice & Support

4,356 contacts with students (2020 - 21 academic year)

1,580 students supported (2020 - 21 academic year)

1,100 capacity of The Loft and Seventy7

£1m average yearly income

The Forum

9,000+ students attending each year

30,000+ followers across all our social media platforms

30,000+ followers across all our social media platforms

1,7m page views on our website in the last year

2.2m volume of emails sent to students in the last year

Marketing

Student Activities

124 active societies

2,107 society memberships

55 virtual events held this year

1,580 students for research (2020 - 21 academic year)

Student Voice

750 student reps

25 school community organisers

6,917 input from school community organisers

5 campaigns run (2020 - 21 academic year)
People enrich our organisation and make it the way that it is. They create our unique culture and bring our values to life. We wouldn’t be able to succeed without the invaluable input of these individuals, and we work hard to ensure their continued success in return.

Here at Herts SU, we want everyone to feel they have a part to play in the organisation’s strategy and feel connected to our vision.

Our Values
When developing our Strategic Plan, we consulted widely with staff members about the key themes we felt were important and passionate about. The following themes were selected and form our HERTS values.

Helpful
Empowering
Representative
Transparent
Student Focused

Our Vision
We’re here to enrich the student experience at the University of Hertfordshire. That’s why our vision underpins all that we do, to ensure that we help students love life at Herts.
Our Staff

Career Staff
Our career staff team is made up of 25 full-time and part-time members, in addition to 4 full-time Elected Officers. We are extremely proud of all that they do to improve the student experience at Herts and make Herts SU a lovely place to work.

Student Staff
Our student staff team are vital to our continued growth and we couldn’t reach our ambitions without their support! Roles include Events Assistants, Marketing Assistants, Research Assistants, Tech Crew, Welcome Desk Assistants and more.

Our Departments
COMMERCIAL
SENIOR MANAGEMENT
STUDENT VOICE
STUDENT ACTIVITIES
ADVICE & SUPPORT
HR & FINANCE
MARKETING
Job Title
External Trustee
(Voluntary)

Responsible to
Chair of the Board of Trustees

Location
Hatfield, Hertfordshire

Duration
Maximum of two terms
(three years per term, maximum of six years)

Purpose
To sit on the governing body of Hertfordshire Students’ Union, ensuring the organisation is well run, meeting its charitable aims and working within the legal & constitutional framework.

The Role
To develop a strong understanding of our students at the University of Hertfordshire and play a vital part in the Union’s development.

Vision
Our vision is to help students love life at Herts

Values
We are a truly values-led organisation. As such, our Board of Trustees must demonstrate our HERTS values of being helpful, empowering, representative, transparent and student-focused.

Service Excellence
We go above and beyond for our students and each other. We are committed to providing excellent service across the board and we support one another to prioritise this every day.

Equal Opportunities
We encourage applications from individuals from a diverse range of backgrounds and experiences to reflect our student population. We welcome applications from all, regardless of race, sex, disability, religion/beliefs, sexual orientation or age.
Successful Candidate

You will have...
• A vast range of experience and skills that you can bring to the Board from outside Herts SU and the Uni of Herts.

You will...
• Contribute up to 2 days per month to the role.
• Be committed to the position.
• Keep in regular contact with other members of the Board, providing feedback and input on issues as they arise.
• Be friendly and respectful of others in order to maintain a safe and considerate workplace in line with our values of being helpful, empowering, representative, transparent and student focused.
• Be honest and open while being supportive of others, empowering other Board members to be fulfilled in their role.
• Be fair. Value equality, diversity, ethics and the environment.

We encourage...
• Applications from the local area and alumni and former governors or staff of the University of Hertfordshire.

You can...
• Be appointed for a minimum of one term of 3 years and serve a maximum of two terms which can be consecutive or non-consecutive.

Benefits
• Whilst the Trustee role is voluntary, out-of-pocket expenses for attending meetings etc. are paid.
• An opportunity for personal and professional development.
• An impressive addition to any CV.
• The chance to network with other professionals.
Main Duties and Responsibilities

1. Attend six meetings a year, other sub-committee meetings as agreed or required and one or more training session(s).

2. Prepare for Board meetings by reading through materials and Board papers beforehand.

3. Work with the Board of Trustees to ensure Herts SU complies with its governance, charity law, company law, Charities Acts, Education Acts and any other relevant legislation or regulations.

4. Along with the other Trustees, help to steer the strategy and finances of the Union.

5. Ensure that Herts SU has a clear strategic direction that meets the needs of its members, clearly outlines goals and performance indicators and is focused on achieving these.

6. Provide expertise, experience and support to the Board to ensure that the Union will be able to deliver positive change for its members.

7. Help Herts SU achieve its objectives and improve the lives of its members.

8. Add value and actively contribute to the Board of Trustees, offer a considered and reasonable perspective on matters at hand and be unafraid to challenge appropriately.

9. Provide support for the Chief Executive Officer of Hertfordshire Students’ Union and members of the Senior Management team in protecting and managing assets of the Union, ensuring they are used exclusively in pursuance of the agreed objectives.

10. Contribute actively to the Board of Trustees, using any specific skills, knowledge or experience to help the Board reach sound decisions. This may involve, but is not limited to:
   - Scrutinising board papers
   - Leading discussions
   - Providing guidance on new initiatives
   - Hearing specific HR and/or membership discipline cases
   - Other issues in which the trustee has special expertise

11. Undertake appropriate training and personal development as required for the role.

12. Ensure that any and all conflicts of interest that may arise are declared.

13. Adhere to all relevant Herts SU policies with particular reference to staffing and health and safety.
Recruitment Process

The recruitment for this role is being overseen by the Chair of the Board of Trustees, CEO and Head of People and Resources. A panel has been formed of three Trustees and the CEO, who will be responsible for the selection of the candidate.

If you are interested in applying for this role but would like to understand more about the role, organisation, process or role expectation, please contact Eve Peacock – recruitment@hertfordshire.su – to arrange a discussion.

David Ball, Chair of the Trustee Board and Chair of the Remuneration and Appointments Committee, is also available to discuss the role with applicants should you wish. Please contact Eve as above to organise this.

As part of the recruitment process, the Remuneration and Appointments Committee has reviewed the current skills and experience of the Trustee Board and is seeking applications from candidates with some or all of the following areas of knowledge and experience:

• Communications, Marketing and Engagement
• Social Enterprise
• Corporate Governance
• Equality, Diversity and Inclusion
• Human Resources

How to apply

In order to apply for this role, please email your CV and a supporting statement (maximum of 2 A4 pages) to recruitment@hertfordshire.su. Please note all personal details will be hidden as we are committed to blind shortlisting.

Your supporting statement should outline your experience in charity governance and knowledge of the role of a Trustee, whilst also covering your links to the organisation and the University. The panel would like to see what you could bring to the role to help develop the student body at Herts, along with any evidence to support the areas of knowledge and experience being sought through this process.

The deadline for applications is Sunday 27th February 2022 at 11:59pm. Shortlisting for the role will take place the following day and interviews will be held on Wednesday 9th March 2022.