



**Trustee
Chair of Board**

Application Pack

December 2020



About Student Hubs

Student Hubs works to catalyse student involvement in social action.

We are a fast-growing charity working in UK universities to mainstream student-led social action, empowering a new generation of active citizens. We support students to take part in a wide range of social action and social enterprise projects; leading volunteering projects tackling local community need, setting up innovative social enterprises, consulting for local community organisations and gaining workplace experience in social impact organisations.

Student Hubs is 13 years old but has already grown to over 25,000 students across our network of Hubs in five universities. We support over 1,700 volunteers every year to take part in our programmes, partner with dozens of national charities and social enterprises, and hundreds of local community organisations across five cities.

We were founded in 2007 and have Hubs in Bristol, Cambridge, Kingston, Southampton, and Winchester, with plans to grow.

Theory of Change



Our vision is a society in which every student engages with social and environmental challenges during their time at university, empowering them to become active citizens for life.

Our mission is to mainstream student social action, supporting a new generation of active citizens to achieve positive change now and in the future.

Our Values

We place these values at the core of all that we do. Below are some of the ways that we like to live these, but we're always interested to hear how you might interpret these, too.

Be ambitious. We have an excellence reflex, we are problem solvers, have a natural tendency to fine tune, and go the extra mile just to check out the view. We are constantly learning.

Be social. We focus on personal relationships, nurturing and developing people. We are responsive, approachable, attentive, supportive to each other and naturally educative. We believe that together is stronger and fun is better. We like to join the dots between people and are collaborative.

Be motivational. We act positively, with enabling energy and motivation. We are optimistic and give everyone and everything a chance. We have an inspiring outlook to our work, are productive and idealistic.

Be bold. We're innovative and we're visionary, we want to push the boundaries of what is possible. We want maximum impact, and we will change things to get there. We're not afraid to try, and we're not afraid to fail.

Be long-term. We hold a long-term perspective, and will always stay true to our core values to guide us in the the future.





About the Role

Chair of the Board of Trustees

Location: UK, with some travel to London for meetings quarterly throughout the year

Start date: February 2021

Term: Initial 3 year team, with the opportunity to extend as relevant

We are looking for a Chair to lead the Board of Trustees of an innovative charity dedicated to inspiring young people to make a difference. Being Chair of Student Hubs is a great way to support the development of a fast-moving organisation and lead a team of Trustees from a wide range of backgrounds and a team of committed, motivated staff.

The Chair of the Board is responsible for ensuring that the board fulfils its duties for the governance and strategic direction of the organisation and acts in compliance with its governing document, charity and company law and other relevant legislation. The Chair has a close working relationship with other Trustees as well as the Chief Executive; they work with these members to achieve the mission of the organisation, and foster effective relationships between Trustees, staff and volunteers.

The ideal candidate would have an excellent understanding of the Higher Education sector in the UK, but this is not necessary. They would be passionate about empowering young people to achieve their potential and make a difference throughout their lives, regardless of background. We are looking for someone who shares our belief that young people should graduate from university as engaged citizens, and that universities should be providing them with the opportunities and support they need to make this a reality.



Role Description

- Leading the organisation's strategic development, in conjunction with Board Members, the Chief Executive and the Management Team and evaluating performance against strategic goals
 - Ensuring decisions made advance the purpose of the organisation and are in conjunction with the charity's values
- Ensuring that the charity:
 - Effectively fulfils its objects, general functions, and duties
 - Complies with its governing document, charity law, company law, and any other relevant legislation
 - Delivers its services in line with targets and performance indicators agreed with the Board
- Overseeing the charity's governance and ensuring that effective processes and policies are in place:
 - Chairing Board meetings professionally: developing productive relationships with all Board members, creating an environment in which diverse Trustees are empowered to contribute and facilitating discussion effectively
 - Ensuring the Board has relevant and accurate information from the Management Team in order to discharge its responsibilities
 - Supporting the effective administration and development of the Board; including setting meeting dates and locations, working with the Chief Executive to produce meeting agendas and overseeing effective and accurate minutes are kept
 - Monitoring Board performance
- Safeguarding the financial stability of Student Hubs
- Heading up senior appointment panels, sub-committees (e.g. recruitment of new Trustees) and strategic working groups, if required
- Acting as an ambassador for the organisation; developing relationships with key strategic stakeholders and representing Student Hubs at key events and meetings
- Developing a strong working relationship with the Chief Executive; line managing them on behalf of the Board and supporting them to set and achieve clear objectives

The Chair may also be responsible for taking urgent decisions with the Chief Executive outside of the usual cycle of Board meetings. They may also also act as the final decision-maker on matters such as crisis communications, donations, serious grievances and complaints.



Person Specification

The ideal candidate will have the following competencies, behaviours, and experience, which we will ask about at interview:

- A commitment to Student Hubs's Vision, Mission, and Values
- Willingness to commit the time required to the role
- Excellent facilitation, collaboration, and relationship management skills
- The ability to develop others and lead a Board culture in which diverse members are empowered to participate fully
- Outstanding strategic and critical thinking; able to see the 'bigger picture', clarify issues and take complex decisions
- A proactive nature; able to identify opportunities and spot potential risks or challenges
- A solid understanding of governance and the responsibilities of trustees and company directors
- Previous experience as a trustee or equivalent experience (such as membership on a non-charitable board of considerable size)
- A thorough understanding of the Higher Education landscape in the UK and appreciation of the challenges facing small charities

Application Information

We are committed to increasing the diversity of our Board. We particularly encourage applications from **young people, women, and people with a disability**. We also encourage applications from **people of colour** and **people with no previous trustee experience**.

All applications will be sifted by a recruitment sub-committee made up of existing Board members. Your application will be looked at by at least two people and considered against our person specification.

Applicants meeting the competencies we are looking for will be shortlisted and invited to meet our current Chair, Vice Chair and CEO remotely and interview for the role during the week commencing Monday 25th January 2021.

If you are interested in the role and wish to ask any questions or discuss adjustments to the recruitment process, please get in touch with our CEO, Sim Dhanjal at sim.dhanjal@studenthubs.org. We are happy to arrange a phone call to discuss what being a trustee for us involves.

To apply for the role, please send a CV and cover letter addressed to our Chair, Gerry Kelleher, at recruitment@studenthubs.org. We would also appreciate an indication of your availability on the week of Monday 25th January 2021.

If successful, you will meet the CEO for an induction before our next Board meeting on 11th February.

We ask all applicants to complete our Diversity and inclusion Monitoring form which can be found [here](#).

Deadline: Wednesday 6th January 2021



Final Note

Student Hubs does not discriminate in employment matters on the basis of ethnicity, nationality, religion, gender, age, sexual orientation, disability or any other protected characteristics. We support workplace diversity and believe it creates dynamic, relevant organisations, fostering spaces for innovation and creativity. We are working hard to increase diversity in our team and would like to encourage your application to become a part of it.

We are happy to make reasonable adjustments to enable candidates to show their suitability for any role. If you have a particular accessibility needs, including special educational needs and would like to discuss them at any stage of the application process, please get in touch with the hiring manager to let us know how we can make the process more accessible.