



**Trustee**

**Application Pack**

**[Plain text version available](#)**

**July 2021**



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.

Join us in our mission to mainstream student social action.

## About us

Student Hubs has worked with over 25,000 students over the past 13 years. We currently support over 1800 students each year at our network of Hubs in 5 universities. The students who engage with us take part in a wide range of social action projects across our four pillars of delivery; **practical volunteering** which is structured long term opportunities for students to work in the community; **skilled placements** which are intensive programmes to boost employability and support local organisations; **service learning** which is in-curriculum social action; and **incubation** which supports students to get ideas off of the ground.

By basing everything we deliver on our values and our Theory of Change, we ensure that the work we do always has a high quality double benefit on both students and the community. Our Theory of Change is:



## Our Values

We are a values-led organisation with a unique culture. Our strategy and decision-making are shaped by the following values;

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

**Be Motivational.** We act positively, with enabling energy and motivation. We are optimistic, idealistic, and productive. We like to give everyone and everything a chance.

**Be Social.** We focus on personal relationships, nurturing and developing people. We believe that together is stronger and fun is better. We are collaborative, joining the dots between people.

**Be Bold.** We are innovative and visionary. We want to push the boundaries of what is possible. We want maximum impact and we will change things to get there. We are not afraid to try and we are not afraid to fail.

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

As an organisation we work with a wide variety of individuals, and we are committed to promoting the safety and wellbeing of all who engage with us. For more information on this please see our [safeguarding policies](#).

Student Hubs is an equal opportunity employer and we believe that a diverse team creates dynamic and innovative organisations. We want to hear from all candidates, regardless of age, disability, socioeconomic background, gender reassignment status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We want to hold ourselves accountable to this, to support us with this please also fill in our [Equal Opportunities Monitoring form](#).

## About the role

**Role Title:** Trustee, Student Hubs (2-3 positions available)

**Location:** Any, UK Mainland (all expenses reimbursed)

**Salary:** Voluntary position

**Start date:** September 2021

**Duration:** Three years

We are looking for up to 3 trustees to join the board of a young, innovative charity devoted to inspiring young people to make a difference. Being a trustee with Student Hubs is a great way to support the development of a fast moving organisation and develop your professional skills. You will be working with trustees from a wide range of backgrounds and a team of committed, motivated staff.

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. The ideal candidate will be passionate about empowering young people to achieve their potential and make a difference throughout their lives, regardless of background, and enhancing their experience at university.

In this current round of recruitment we are keen to attract trustees with the ability to help with horizon scanning of developments in our fields (in particular the Higher Education sector), support the development and marketing of new services, and support fundraising from a range of sources.

We also have a position available for Vice Chair of the Board. Candidates applying at this stage may put themselves forward for this role at their first board meeting.

### Responsibilities

- Contributing to setting the strategy and policy of the organisation, in conjunction with the Chair, the rest of the Board, the CEO and the the management team
- Ensuring the charity:
  - Effectively fulfils its objectives, general functions and duties
  - Meets its legal obligations and holds financial sustainability
  - Realises the Board's strategies and plans for the future
  - Delivers its services in line with targets and performance indicators agreed with the Board
- Acting as an ambassador for the organisation

- Participating in senior appointment panels, trustee recruitment sub-committees and strategic working groups, if required

For further information on being a trustee and what is required, we recommend reading this resource from the [Charity Commission](#).

## About you

You don't need to tick every box. We want to hear from candidates who have potential to grow in this role, appreciate our culture and are passionate about student social action and making change. But to give you an idea of who we think would thrive in this role we are ideally looking for someone who have the following competencies, which we will ask about at interview:

- A commitment to Student Hubs' vision, mission, and values
- Experience of or willingness to learn about the management and development of a small charity
- Experience of or willingness to develop a sound understanding of governance and the responsibilities of trustees and company directors
- Strong strategic and critical thinking
- A proactive nature; able to identify opportunities and spot potential risks or challenges
- Willingness to devote the necessary time and effort to their duties

We are looking to broaden the skills and expertise of our board. We are particularly (but not exclusively) interested in applicants with one of more of the following experiences:

- Experience of fundraising from trusts and foundations or individual donors in the charity sector, or equivalent experience
- Experience working in the higher education sector, in student or community support, in areas such as widening participation, careers, employability, or innovation. You may have direct experience or work in a role that gives you a unique insight into the sector
- Experience in marketing or communication campaigns
- Experience in tech or systems management
- Experience of safeguarding processes

We are also committed to increasing the diversity of our board. We particularly encourage applications from **young people, women, and people with a declared disability** who are currently under-represented on our board. We also encourage applications from **people of colour** and candidates with **no previous trustee experience**.

## Commitment

The board meet four times per year virtually and in London. Meetings are held midweek and held in the late afternoon, lasting around three hours each. In addition to board meetings, other contact - usually by email or telephone - will be necessary. On average, we expect the role of a trustee to take up to four to eight hours per month, including preparing for meetings, catching up with staff and being available for any necessary troubleshooting.

The role is unpaid. We do reimburse travel and accommodation expenses that are required to attend meetings.

## How to apply

**Deadline:** Sunday 5th September

**Interview Dates:** Evenings of Tuesday 14th, Wednesday 15th, and Thursday 16th September

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're looking for will be shortlisted and invited to a call with our CEO, Chair of the Board, and another board member to discuss their interest and suitability for the role.

To apply, please email us your CV and a one page cover letter to [recruitment@studenthubs.org](mailto:recruitment@studenthubs.org). Your cover letter can be submitted as written text up to one page or a video or audio file up to 3 minutes long and should include:

- Your motivation for applying to the role and Student Hubs
- An overview of your relevant experience in the desirable criteria
- Any additional information you would like to share

In your email, please outline your preferred interview date of either Tuesday 14th, Wednesday 15th, or Thursday 16th September.

All of the information you share will be processed confidentially in line with our [Privacy Notice](#).

If successful, you will meet the CEO for a full induction before our next meeting on 21st October 2021.

To make the process as easy as possible, we wanted to share our top tips for applying:



- 1) Read the job pack in full before writing your cover letter. We want to work with people like you, who share our values and want to help us make our vision a reality
- 2) Make sure you share all of your relevant skills and experience and show us that you are a good fit for this role and our organisation
- 3) We want to support you to show us your best. We are happy to make reasonable adjustments such as giving you a printed or audio copy of this job pack, ensuring we have a wheel-chair accessible venue, etc. If you have particular accessibility needs, including special educational needs, or something else which will help you to shine, please get in touch with the Network Operations Manager, Sophie at [recruitment@studenthubs.org](mailto:recruitment@studenthubs.org)
- 4) We recognise that everyone's best looks different and may look different with circumstance. If something might affect your interview, such as bereavement, mental health conditions, chronic illness or sudden illness please get in touch with the Network Operations Manager Sophie at [recruitment@studenthubs.org](mailto:recruitment@studenthubs.org). You will not be penalised for this, but it will allow us to be considerate through the selection process and where necessary rearrange key dates
- 5) As a Disability Confident Employer, we offer a guaranteed interview to disabled applicants who meet the minimum criteria of the role. Please reach out to Sophie at [recruitment@studenthubs.org](mailto:recruitment@studenthubs.org) to arrange your interview
- 6) If you are unable to make the interview dates, then please just let us know in your application email

## What happens next

The deadline for applications is Sunday 5th September. After this date, two members of the board will assess the applications blind - this means without access to your name, gender, age, sexual orientation, address, and marital status.

You can expect to hear from us by Friday 10th September to let you know whether you have been invited to interview. There is one interview which will take place the following week in the evening between Tuesday 14th and Thursday 16th September. Please indicate your availability for these dates in your application.

In this interview, you will have the opportunity to speak to our CEO, the Chair of the Board, and another trustee member. We will be covering your motivation and suitability for the role based on your experiences and passions. More information on the interview will be provided with the invite.

## We can't wait to hear from you



[www.studenthubs.org](http://www.studenthubs.org)

**If you have any questions, or just want to reach out to introduce yourself and have a chat, please contact Simran Dhanjal at [sim.dhanjal@studenthubs.org](mailto:sim.dhanjal@studenthubs.org)**