

ltsu

**Student
Trustee**

Recruitment Pack

We are so happy that you found us!

We are so excited that you are interested in becoming a Student Trustee!



What is a Student Trustee?

As a Board member, you have full authority and responsibility to monitor the Union's overall performance, focus, and direction.

You join a team of External Trustees with industry expertise, our two elected officers!

We are looking for a Student Trustee to work with the Trustee Board to develop policies, procedures, and regulations for the operating of Leeds Trinity Students' Union.

You will:

- Monitor LTSU's overall performance against the operating and strategic plan.
- Responsible for fully understanding our Constitution and Byelaws.
- Have an awareness of the day-to-day activities of the organisation and provide sound assistance to the Chief Executive through your role.

The best bit, no experience is required, and you will be provided with full training in the role! You will also be invited to our major student engagement and celebration events across the year, and to an annual trustee residential that will focus on developing both the Board and the organisation.

LTSU, the rest of the Board of Trustees, and the University offer a warm, friendly, and inclusive environment and are committed to providing the support required to enable our new Student Trustee to truly thrive.

This is such an exciting time for LTSU and a great time to join us.

We hope you are as excited as we are about our future and look forward to receiving your application.



About Us



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Here for you, run by you!

We are a small Students' Union with a big reputation.

We exist to support the 7,600 students at Leeds Trinity University throughout their university experience, helping to create and sustain an environment for students to reach their potential.

We're a small organisation with big ideas, and we're on our way to becoming even better.

This is such an exciting time for LTSU and a great time to join us.

We hope you are as excited as we are about our future and look forward to receiving your application.

Vision & Mission

Our vision is to ensure every student has the best experience at Leeds Trinity

Student Led

All our activities are for and directed by our members. Success comes from ensuring students have the best experience at Leeds Trinity and that the student's voice is articulated to the University.



Inclusive

LTSU is here for all students. Our activity and services meet the needs of all our members, and we continually evaluate the diversity and inclusivity of participation.

Exceptional

We continually strive to be better, identifying ways to maintain and increase our relevance for students while positively influencing their time at Leeds Trinity.



We are committed to you.

Engaged

As well as representing students, our role is to listen. To ensure the needs of all our members are met. We continually ask for feedback and have the conversations that matter to students.

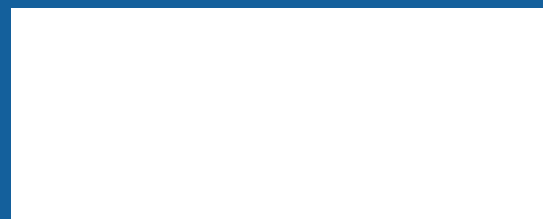
Independent

We work closely in partnership with the University while operating as an independent charity that can represent and speak for our members.



We are so proud of our staff and students

- NUS Quality Students' Union NUS Green Impact - Excellent (2019-21)
- NUS Green Impact - Excellent (2021-22)
- Best Bar None Gold (2022-2023)
- Investors in Volunteers (2018-21)
- LTSU v YSJ Varsity winners (2022)
- The highest percentage of voter turnout in Leeds (17%)
- Educate North Finalists (2018 & 2019)
- NUS Students' Union of the Year (2017)
- No 1 in Leeds for Student Satisfaction in the NSS Q26



Organisation

Registered Charity

LTSU is a registered charity, democratically led by its student members through two annually elected Sabbatical Officers, the President and Vice- President.

These two roles are supported by a small staff team who are experts in their fields, together they can ensure the best experience at Leeds Trinity, for all students.



Finance and Funding

LTSU operates independently with its financial status and is funded by the University through a block grant of just over £314k.

This is supplemented by some additional funding for sports and activities, as well as self-generated income through our commercial outlets and events.

This takes our total revenue to around £471k. This enables us to deliver opportunities and services for students.



A Closer Look

Student Council

Every year, students are elected to over 200 roles across the Union, including the Student Council.

The Student Council provides the democratic, political leadership of the organisation and is responsible for representing the views of students.



Trustee Board

As a charity, we are led by nine trustees made up of two elected Sabbatical Officers, three student trustees, and up to four external trustees. They are the first and final decision-making body of the Union.

External trustees on the Board have a background in Mental Health, students studying to become teachers, Higher Education policy, and significant experience in campaigning and good practice within Students' Unions.

They are joined by three student trustees and the two sabbatical officers



Our Officers

Every year, LTSU holds an annual Election in which students can stand for a range of part-time (volunteer) roles, and two (paid) roles. Together, our Elected Officers represent the voices of Trinity students.

President

The highest Elected student officer and is ultimately in charge of the SU.

They are the figurehead of LTSU and are the key contact between the University and external organisation's such as the National Union of Students (NUS).

The President leads on academic matters, working closely with staff on the Course Reps and School Reps systems.

They chair the Board of Trustees; line manage the Chief Executive and are a Governor on the Board of Governors.

Vice-President

The Vice-President promotes and protect student communities at Leeds Trinity.

They work with the Advice Centre to ensure effective support and advice is provided.

They also work closely with the staff team on ensuring there is a wide range of societies and events.

The Vice President is a member of the Union Trustee Board, Student Council, and Student Executive Committee, and chairs the Student Activities Committee.



**Kelsey Howard-
Matthews**
President



**Caitlin
Fieldhouse**
Vice-President

Location, Location, Location

Leeds Trinity University is set on a beautiful green campus in Horsforth, a town located six miles North-West of Leeds city centre and two miles from Leeds Bradford Airport. Our location offers the best of both worlds with easy access to and from the city of Leeds, as well as acres of attractive grounds and on-site car parking. Our address is [Leeds Trinity Students' Union, Brownberrie Lane, Horsforth, Leeds, LS18 5HD](#).



Leeds, the unofficial capital of Yorkshire, is at the heart of the action, bursting with life and cultural energy.

A vibrant creative community, with award-winning national theatre and dance companies, a world-class arena, and a thriving independent food scene you won't find anywhere else.

A renowned retail destination, where big brands meet Victorian arcades. A welcoming host for international sporting events, colourful carnivals, and a packed calendar of festivals and events.

A skyline filled with breath-taking architecture, and a destination easily reached by road, rail, and air.

Leeds offers a truly unique place to live and work. If coming to work with us would mean relocating, you can find out more about the city at www.visitleeds.co.uk.

We believe in



Sustainability

We champion sustainability here at LTSU because we know it's an issue that students are passionate about.

Our SMART sustainability plan sets out how we will work with our students and the wider community.

Our campaigns have reduced our overall carbon footprint, launched outdoor gardening areas, reduced plastic waste and achieved the Green Impact Excellence Award.

Equality, Diversity and Inclusion

We believe that everyone is unique and are committed to ensuring our workforce is an inclusive community that reflects the diversity of the world and our members.

We positively encourage applications from all individuals irrespective of their gender identity, age, home country, ethnic background, sexuality, religious beliefs, or disability.

Job Description

Job Title: Student Trustee

Purpose of the Role

You have collective authority and responsibility to develop policies, procedures, and regulations for the operating of Leeds Trinity Students' Union. You monitor the Union's overall performance against the operating and strategic plan. You also interpret the constitution as required. You are responsible for fully understanding our Constitution and Byelaws. You will have an awareness of the day-to-day activities of the organisation and provide sound assistance to the Chief Executive through your role.

Salary	Volunteer Expenses only
Term	Fixed term 2 years (eligible only during study at Leeds Trinity University)
Working Hours	14 - 20 hours per Annum
Reports To	Chief Executive
Start	Immediate
Key Relationships	Chief Executive, Trustee Board

Job Description

Job Title: Student Trustee

Benefits

You will get to make a difference to over 7,500 students' lives at Leeds Trinity University ensuring we become a high performing, relevant Students' Union that represents, supports, and builds relevant digital and physical communities for our students. You will be provided with training on being a trustee, be invited to major student engagement and celebration events across the year and to an annual trustee residential that will focus on developing both the Board and the organization

Time Commitment

The Board typically meet seven times a year usually on Thursday evenings from 6pm online. One of the meetings is an extended training weekend day within a comfortable distance from Horsforth. This is an unpaid voluntary role, but reasonable travel expenses will be reimbursed.



Eligibility

Leeds Trinity Students' Union is a charity registered with The Charity Commission, and must comply with Charity Law. There are requirements about who can, and cannot be a Trustee.

To read the law in full please go to [https:// www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions)

You are not allowed to be a trustee if you:

- Are under 18 years of age
- Are on the Sex Offenders' Register
- Have an unspent conviction (see below for details) for an offence involving deception or dishonesty
- Terrorist offences
- Money laundering
- Bribery
- Misconduct in public office, perjury, perverting the course of justice
- contravention of certain preventative Orders of the Charity Commission (s.77 of the Charities Act 2011)
- Attempting, aiding, or abetting these offences
- Have been found in contempt of court
- Are within designation under specific anti-terrorist legislation
- Have been found guilty by the High court of disobeying a Commission order or direction

Have been removed from:

- Trusteeship, or as an officer, agent, or employee of a charity by the Court or the Commission for misconduct or mismanagement
- A position of management or control of a charity in Scotland for mismanagement or misconduct
- Have been subject to a disqualification order under the Company Directors Disqualification Act 1986
- Have undergone undischarged bankruptcy
- Have a composition or arrangement with creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register

Person Specification

Experience

- A Registered Student
- Opted into sharing your data with Leeds Trinity Students' Union via E-Vision
- Not an employee of Leeds Trinity Students' Union
- Not an elected Student Council Member

Knowledge, Skills and Abilities

- A willingness to develop communication skills to constructively challenge and debate
- Working in an educational and/or democratic environment.
- An interest in developing leadership skills
- A desire to make a difference for other students
- The ability to work well with others

Values and Attitude

- A demonstrable commitment to our organisation's values, including a commitment to sustainability.
- Strong commitment to equality, diversity, and inclusion and able to engage people from all backgrounds and at all levels.
- Committed to high standards and focused on exceptional delivery and outcomes.
- Passionate about working in a democratic, student-led environment

How to Apply

- A covering letter setting out the motivating factors in your application.
- A personal statement that demonstrates how you meet the essential requirements set out in the Person Specification (max 2-pages).
- An up to date, detailed CV including all relevant employment history and expertise.
- A Completed [Application Form](#)
- A completed [Equality Monitoring form](#), which can be downloaded from our website.
- Please send applications to:
LTSUhr@leedstrinity.ac.uk



Applications are always welcome!

Interview Date to be confirmed after Application

For an initial, informal discussion about the role, please contact:

Lisa on L.Burton@leedstrinity.ac.uk

<https://www.ltsu.co.uk/>

Follow us on

@LEEDSTRINITYSU



The LTSU logo is written in a large, white, cursive font.