

LEEDS TRINITY
STUDENTS' UNION

Student Trustee

Recruitment Pack



Welcome to LTSU



Welcome to Leeds Trinity Students' Union (LTSU)! We're really pleased that you're interested in becoming a Student Trustee.

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.

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. 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 General Manager 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 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 External 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.



Leeds Trinity Students' Union (LTSU) is a multi-award-winning student-led organisation that exists to support Leeds Trinity students to reach their potential. We want to ensure student life is better for every student.

Our Core Values

Students First:

Everything we do will be for and directed by students. Our success will come from ensuring students can reach their potential and ensuring the student's voice is articulated to the University.

Inclusive:

We are a Students' Union for all students. Our activity and services will meet all students' needs and we will continually evaluate the diversity and inclusivity of participation.

Personalised:

Our community at Leeds Trinity is close-knit and supportive. We will have a relationship with every student at Leeds Trinity University and be approachable, flexible, and friendly in how we operate.

Exceptional:

We will always strive to be better, identifying ways to ensure we maintain and increase our relevancy to students whilst positively influencing students' time at Leeds Trinity University.

"Award Winning Students' Union"

We are proud to have received several awards and recognitions for our work with students, including Students' Union of the Year at both the NUS Awards and Educate North & UK Leadership Awards in 2017. We have also achieved 'Excellent' status in the NUS Green Impact Students' Unions, achieved NUS Quality Student's Union status, received Gold in Best Bar None, and won this year's Varsity against York St John University.

TOP 30 STUDENTS' UNION IN THE UK
LTSU also ranked 1st in Leeds in the NSS results **NSS**



Our Commitment to Sustainability

We are committed to improving our sustainability as an organisation 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, whilst collaborating with the University, the Vice President, and Part-Time Sustainability Office, have worked to reduce our collective carbon footprint through campaigns such as Responsible Futures, building and launching outdoor areas for growing veg and flowers, achieving Green Impact Excellent, and proactively reducing our plastic waste.

We champion sustainability here at LTSU and our Vice President leads on this through their role at the Union, through campaigns, and by holding the University to account to set a precedent moving forward. Our full-time and part-time Officers attend sustainability bootcamps to help them to understand wider areas affecting sustainability and aid them to better their campaigns to get results. LTSU also understands and commits to showing our negative impacts on the environment to our students and are continually trying to reduce these.



How we are run



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 sustain an environment for students to reach their potential

Finance and Funding

LTSU operates independently with its financial status and is funded by the University through a block grant of just over £180k. This is supplemented by some additional funding for sports and activities, as well as self-generated income through our commercial outlets and events, which takes our total revenue to around £360k. This enables us to deliver opportunities and services for students.

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

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. If you think you have what it takes to be our next External Trustee, but don't necessarily meet every point on the job Description or Person Specification, please get in touch. We'd love to have a chat and see if you could help us to achieve great things for our students.

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.

Our full-time Sabbatical Officers for 2022-23 are:

President - Kelsey Howard-Matthews



The President is our highest Elected student officer and is ultimately in charge of the SU. They are the figurehead of LTSU and therefore 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 also chair the Board of Trustees; line manage the General Manager and are a Governor on the Board of Governors.

Vice President - Kieran Clarke



The role of the Vice-President is to be the lead officer to promote and protect student communities at Leeds Trinity, ensuring effective welfare support is provided. They work with the Advice Centre on issues like mental health support and other wellbeing matters, ensuring that students know where they can get support and advice from. 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.



Our 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.

About Leeds

The unofficial capital of Yorkshire. A city 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. And 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.

Flexible Working

Our core office hours are 9:00 to 5:00, Monday to Friday, however we enable lots of our staff to work flexibly. We recognise the importance of helping our people balance their work and home life, and so we welcome suggestions and requests for flexible working. Whilst we can't guarantee to accommodate all aspects of every request, we do promise to work with you to ensure that when and where you work enables you to be at your best.

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>

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

About the Role

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 General Manager through your role.

Benefits of being a Trustee

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.

About You

Essential

Experience

- Leeds Trinity University 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
- 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

The closing date for applications is 18th August 2022, 12 noon

Please reserve the following dates in your diary when you apply:

Closing date for Applications	Date
Shortlisting	18 th August, 12 noon
Interview Date	18 th August
	w/c 22 nd August

Your application should include:

- 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 Equality Monitoring form, which can be downloaded from our website.

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

l.burton@leedstrinity.ac.uk



