



uea(su) External Trustee

recruitment
pack



www.ueasu.org



Union House, UEA, NR4 7TJ



[uea_su](https://www.instagram.com/uea_su)



union.hr@uea.ac.uk



[/UEA Students Union](https://www.facebook.com/UEAStudentsUnion)



a message from our CEO

Thank you for considering to apply for a position at the UEA Students' Union. I am delighted to welcome you to a vibrant and values-driven organisation, keeping students at the heart of what we do.

At UEA Students' Union, we take pride in fostering a culture of creativity, inclusivity, and collaboration. We believe in empowering students who are not just seeking a job but are passionate about making a positive impact on the student experience. Your decision to apply demonstrates your commitment to excellence, and we are thrilled at the prospect of potentially having you as a valuable member of the team.

The Students' Union is more than just a workplace; it is a community that embraces the perspectives that each team member brings along. We are committed to providing a supportive and inclusive environment where your talents will be recognised and your contributions will make a meaningful difference.

Please explore our website and familiarise yourself with the diverse range of initiatives, events, and services we provide to the student body. You will discover that we are not just an organisation; we are a group driven by a shared vision of enhancing the student experience.

Thank you for considering the UEA Students' Union as the next step in your professional journey. We look forward to learning more about you through the application process and hope that this experience will be as rewarding for you as it is for us.

Should you have any questions or require further information, please reach out to our HR Team at union.hr@uea.ac.uk.

Best of luck with your application, and we eagerly anticipate the possibility of welcoming you to our team.

Warm regards

Jumara Stone - She/Her
Chief Executive Officer



welcome!

Hey there, we are the elected Sabbatical Officer Team. We welcome you to the heartbeat of UEA's student life! Here at the SU, we're all about Students Transforming and we're led by students. Run by students, for student; we evolve yearly to match student needs. Our role is to advocate for students locally and nationally.

We're here for the students every day, providing academic, welfare, and housing support. We have over 60 Sports Clubs and 160 Societies (with more popping up everyday). And what most people don't know is that we are home to the biggest live music venue in East Anglia, the LCR, and we also run the iconic Waterfront Venue in the centre of Norwich.

Our main aim is to enrich campus experience. Join us in shaping a better educational journey, advocating for diverse student issues, and making a real impact. Our crew - student officers, student workers, and our dedicated career staff - are always on deck, working all year-round to make student time at UEA unforgettable. We are all committed to listening and elevating the student experience to new heights.

Jump on board! Join a crew that's not just changing lives but aiming to rock the world, the community, and beyond. To find out more about our Sabbatical Officer Team, please see our website: www.ueasu.org/officers.

Megan Aldridge
Activities & Opportunities

Jaz Brook
Campaigns & Democracy

Amin Jawrawala
Postgraduate Officer

Gray Prothero-Gibbs
Undergraduate Education

Anisah Tufal
Culture & Communities



our impact

Last year, together we did this...

379 course reps and conveners

Paid £515,169 to student staff

Supported 230 societies, with over 5705 members

Offered 15 different types of student roles

Supported over 955 cases - 60% Academic Queries and 25% Housing

Held 192 student club nights

Sold 205,135 tickets to events

Ran 160 give it a go events

Enrolled our venues on 'sociability' - an app that helps disabled people navigate their surroundings

Over 200 students engaged with our Ready to Rent Campaign

Lecture recordings are now opt out, instead of opt in

Celebrated the work of 31 black student artists and musicians with an art exhibition

Ran 175 live gigs

Sold 88,000 pints of snakebite

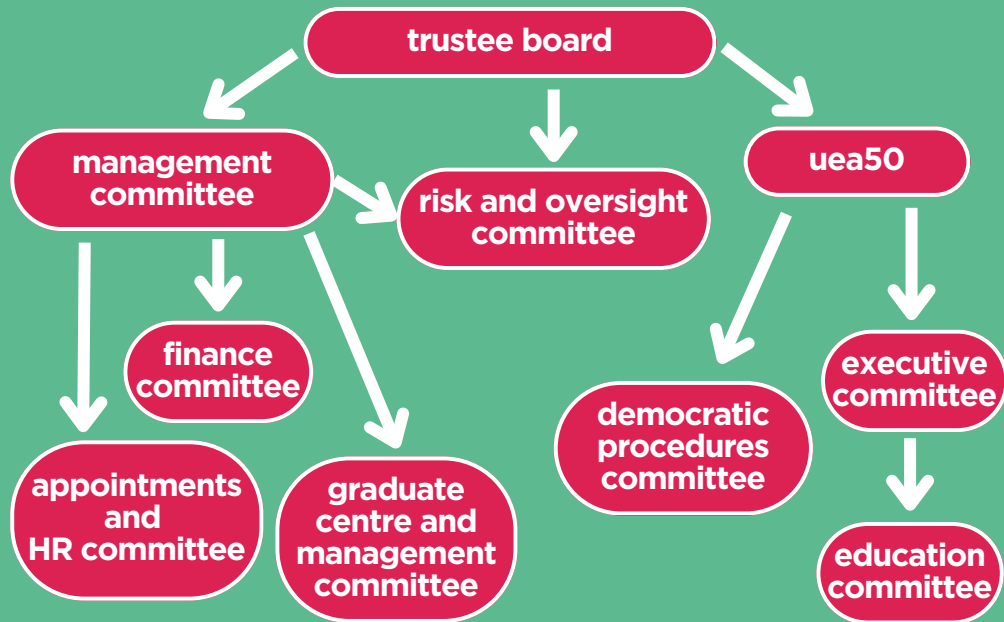
Recruited 141 Buddy volunteers

Self-certification extensions are now unlimited and extended from 3 days to 7

Employed 635 student staff



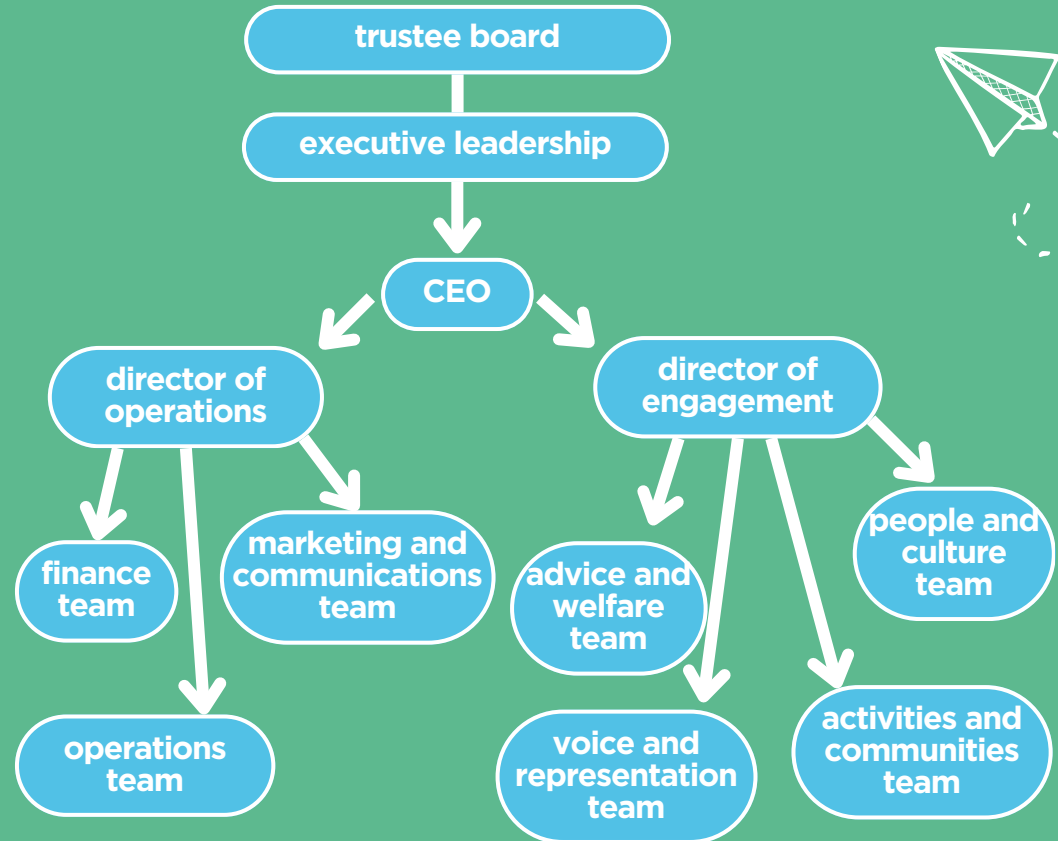
governance structure and student leadership



To find out more about how our governance structure operates please visit our website:
ueasu.org/union/governance

career staff structure

Check out our backstage magic! Here at the SU, our career staff are the force behind our sabbatical officers, supporting in the delivery of our officers manifestos.



Our career staff team consists of around 65 full and part time employees who work across various different departments, such as HR, Advice and Representation, Marketing, Events, running our external facing Box Office and several more.

These teams work all throughout the year to help give the best student experience possible. To support our career staff teams, we have over 253 student and casual workers assisting in the delivery of day to day operations.

our commitment to equality and diversity



At uea(su), we recognise that diversity amongst our workforce is vital for creativity and innovation. Our aim is to foster an environment where everyone feels truly represented, irrespective of their demographic background. Our vision for equality is clear and underpins every decision we make, we believe that the diversity of our staff and students enriches and strengthens our community.

As a Students' Union and employer, we are dedicated to providing equal opportunities to all our employees and workers whilst being fair and inclusive to all. Our commitment extends to celebrating the unique strengths diversity brings and building a secure environment for both students and staff; free of bullying, harassment, victimisation and unlawful discrimination. We embed inclusive practices within the uea(su) such as equity training and awareness, accessibility and adjustments, anonymised recruitment and many more. Ensuring equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in the uea(su) workforce.

We would particularly welcome applications from candidates from working class, first generation Higher Education, Black, Asian, or other minority ethnic, and/or underrepresented groups. All appointment decisions will be made on merit following on from the recruitment process.

We understand that achieving true equality has the transformative power to impact both staff, and students' lives both during their time at the uea(su) and beyond. By championing equality through our staff, we empower students to play an active role in shaping their course, their community, and their world.

Be yourself, take pride in the work you do, and build a career in an environment that not only recognises and values uniqueness but stands firmly by the belief that being different is good.



role information

**Job Title:**

External Trustee

Purpose:

The Students' Union is seeking external trustee(s) to join its Board and help shape the organisation's strategic direction.

As an External Trustee, you will bring your professional expertise, independent perspective, and sound judgement to support effective governance and ensure the Union delivers on its charitable purpose and strategic ambitions.

Working alongside elected student officers, student trustees and fellow external trustees, you will provide constructive challenge, oversight and support to the Board and Chief Executive Officer.

Your contribution will help ensure the Students' Union is well governed, financially sustainable, and focused on delivering the best possible outcomes for students.

role information



We are particularly interested in individuals with significant strategic experience who can use their knowledge to strengthen Board discussions and inform strategic decision-making. However, we recognise that valuable experience can be gained through many different career paths and lived experiences, and we welcome applicants from a wide range of backgrounds.

The Board meets approximately six times each year, with meetings taking place both online and in person. Trustees may also have opportunities to contribute through Board subcommittees or by providing advice and support between meetings where appropriate.

We are committed to building a diverse and inclusive Board that reflects the communities we serve. We particularly encourage applications from people from groups that are underrepresented in governance and leadership roles. If you're excited by the opportunity but don't feel you meet every criterion, we would still encourage you to apply.

person specification



Candidates for the job will be assessed in the following ways; E) Essential D) Desirable

	Essential or Desirable?
Knowledge, Ability and Experience	
Experience of providing strategic leadership, governance or organisational oversight within a senior or management role, board, committee or equivalent setting (through paid or voluntary experience).	E
Able to contribute to strategic decision-making, exercising independent judgement and acting in the best interests of the organisation.	E
Experience of supporting senior leaders to develop and deliver organisational strategy and long-term objectives.	E
Understanding of how organisations balance strategic, commercial and charitable priorities to achieve sustainable outcomes.	E
Able to analyse information, challenge constructively, and use evidence and insight to inform decision-making.	E

Financially literate, with the ability to interpret management accounts, budgets and financial forecasts to support effective governance.	E
Excellent communication and interpersonal skills, with the ability to build positive relationships, influence discussions, and contribute to collective decision-making.	E
Experience of organisational development, transformation or change management within the charity, education, public or commercial sectors.	D
Experience of serving on a board or working with trustees, non-executive directors or governing bodies.	D
Knowledge of charity governance and relevant legal or regulatory frameworks, such as charity law, employment law or health and safety legislation.	D
Values and Attributes	
Demonstrates a commitment to equality, diversity and inclusion, valuing different perspectives and helping to create a more inclusive organisation.	E
Acts with integrity, professionalism and discretion, maintaining high standards of conduct and confidentiality.	E
A collaborative leader who is resilient, open-minded and committed to supporting positive organisational change.	E

post criteria

This post is an unpaid positions and are on a voluntary basis. Appropriate expenses will be paid in line with the expenses policy.

Please see below the eligibility criteria as set out by the Charities Act. Any applicant will be disqualified from taking up the role if:

- You are under 18 years of age
- You have been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- You have ever been removed from office as a charity by a Court or by the Charity Commission
- You have been disqualified under the Company Directors Disqualification Legislation
- You have made compositions with any creditors from which you have not been discharge



application process

Step One:

Visit: <https://www.ueasu.org/union/jobs/> to see our current vacancies.

Step Two:

Complete the online application form in full - see the recruitment guidance for our top tips on deciding if the role is for you and how to apply.

Step Three:

Submit your application by the closing date.

Need an adjustment during your application or interview?
Reach out to our HR team at union.hr@uea.ac.uk. We've got your back!



next steps



Key dates

Closing date: Monday 5 October at 9:00am

Interview: Tuesday 13 October

For an informal and confidential chat about the role please reach out to:

Recruiting Contact Details:

Yinbo Yu

Chair of the Trustee Board

Informal chats and questions about the role, please contact:

Jumara Stone, CEO, jumara.stone@uea.ac.uk

Contact Number: 01603 593272

Please note all calls will be directed to our Welcome Desk initially

