



uea(su) Student 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

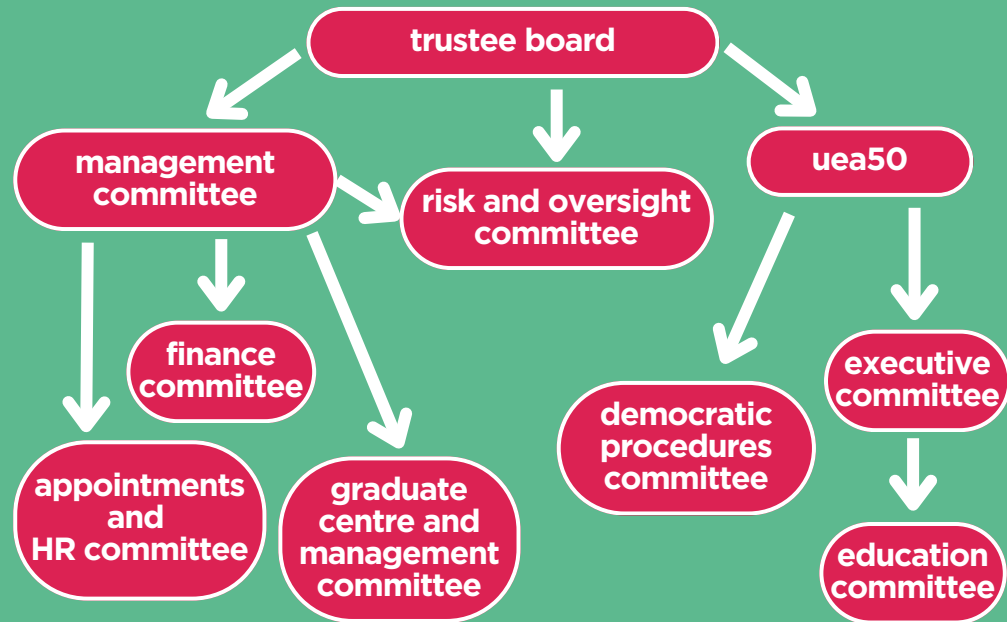
Recruited 141 Buddy volunteers

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

Employed 635 student staff



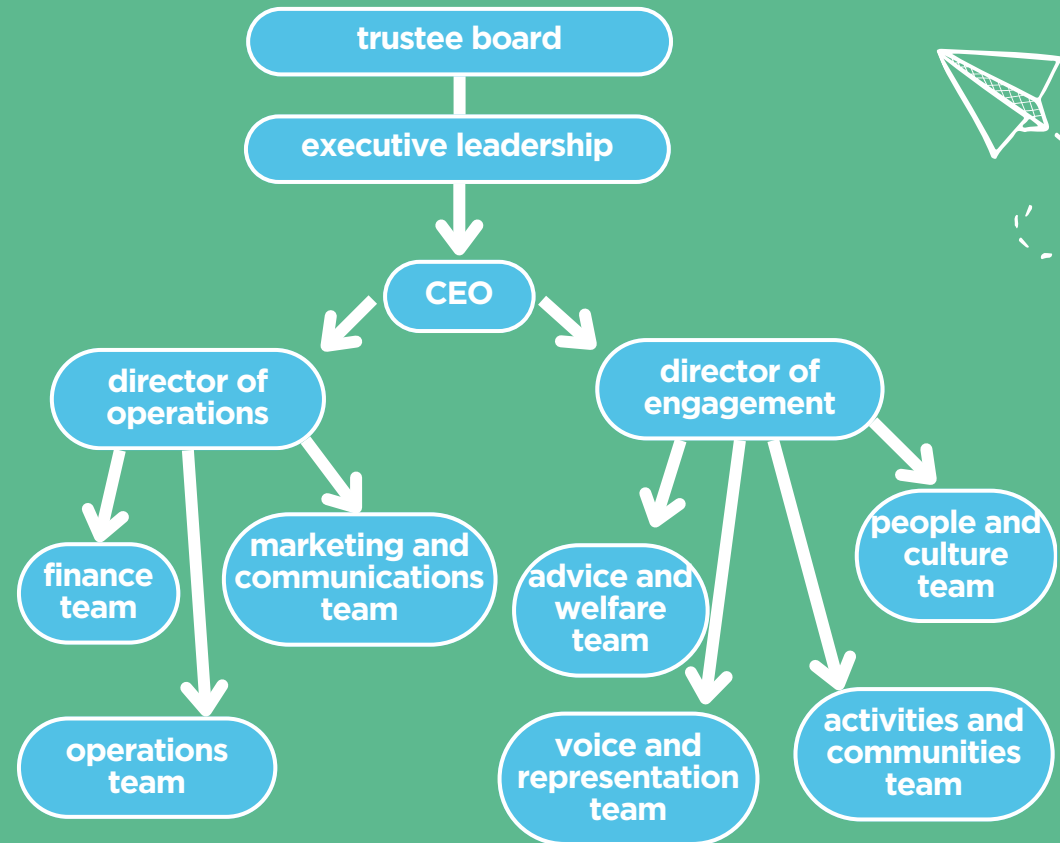
governance structure and student leadership



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:**

Student Trustee

Purpose:

The Students' Union is seeking student trustees to join its Board for the next academic year.

As a Student Trustee, you will help shape the strategic direction of the Union, ensuring it delivers for students while meeting its legal and charitable responsibilities. To be eligible, you must remain a registered UEA student for the full academic year.

As a Trustee, you will work alongside fellow board members to provide independent oversight, support effective governance, and contribute to key strategic decisions. Your role is to bring the student perspective to board discussions, helping ensure that the Union's work reflects the needs and experiences of its members.

This is a unique opportunity to develop valuable leadership, governance, and strategic decision-making skills while gaining insight into how a complex charitable organisation operates.

You'll build experience in areas such as organisational strategy, financial oversight, risk management, and collaborative leadership - skills that will enhance your personal and professional development.

The Board meets between 4 to 8 times each year, with meetings lasting approximately three hours, alongside occasional decisions between meetings via email.

There are also opportunities to join a Board subcommittee, involving additional meetings annually. Including meeting preparation, the total time commitment is approximately 40 – 60 hours over a 12-month period.

No previous governance or trustee experience is required. We're looking for students who are curious, committed, willing to learn, and eager to contribute their unique perspectives to help shape the future of the Students' Union.

person specification



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

	Essential or Desirable?
Knowledge and Experience	
Current UEA student with experience of university life and an understanding of the student experience.	E
Able to commit to attending Board meetings during the academic year, including reading papers in advance and preparing questions where appropriate.	E
Able to draw constructively on personal experience of university life to inform Board discussions, while considering the diverse experiences and perspectives of UEA Students.	E
Able to maintain confidentiality and handle sensitive information appropriately.	E
Able to act independently, exercising sound judgement and making decisions in the best interests of the Students' Union.	E
An understanding of the Students' Union, its purpose, and the services it provides to students.	D

Willing and able to join a Board subcommittee, attending additional meetings each year and preparing in advance.	D
Skills	
A willingness to learn about charity governance, strategic leadership, finance, commercial operations, and risk management.	E
Able to work collaboratively with people from a range of backgrounds, contributing positively to collective decision-making.	E
Strong communication skills, with the confidence to ask questions, express views respectfully, and contribute to informed discussion.	E
Able to think strategically, considering the long-term interests of the Students' Union rather than individual or representative interests.	E
Values and Attributes	
Demonstrates a commitment to equality, diversity and inclusion, valuing different perspectives and helping to create an inclusive organisation.	E

Acts with integrity, professionalism and discretion, maintaining high standards of conduct at all times.

E

Committed to improving the Students' Union and enhancing the student experience for current and future students.

E

post criteria

These posts are 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 not a student at UEA for 2026/27
- You are employed by UEASU as Student Staff
- 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 discharged.



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: Monday 12 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

