



STUDENT TRUSTEE RECRUITMENT PACK 2025

JOIN OUR TEAM!



South Bank Students' Union is on a mission to totally transform the way a students' union works in a modern university.

Based at the heart of London's Elephant & Castle, we are working towards our new 2025 ambition to become a relevant, responsive, and truly transformative students' union that improves the lives of students on every course and beyond at London South Bank University - representing students' academic interests and contributing to a prosperous, thriving, and civic learning community.

We are now seeking four new Student Trustees to join us in taking the union forward and supporting students at London South Bank University to reach their true potential.

You will be joining the Union at an incredibly exciting and important time; as the organisation seeks to embed a newly developed and modern governance structure across the institution.

Building on strong foundations, we have high expectations and ambitions for our future and for our students who see themselves as carers, nurses, engineers, parents, designers, workers, entrepreneurs, apprentices, last chance learners and Londoners.

We're excited to get to know more about you and this pack will help you find all the details you need to complete an application.

WHAT WE DO

We are the recognised representative body of 15,000 students studying at London South Bank University - one of the most diverse institutions in the country.

As a registered charitable company, our purpose is to offer practical and academic advice, guidance, opportunities, and activities on a day-to-day basis for students and their communities at the university.

We are responsible for overseeing a range of programmes related to students' academic, social, cultural, recreational and personal development.

With an annual turnover of approx. £1,200,000, the union employs a professional staff team to undertake its operations, led by a Chief Executive who is appointed by and accountable to the organisation's Trustee Board.

As a democratic organisation, the notion of student leadership and development is a key component of the union's values and forms the basis of our operations as a platform for students to learn, achieve and succeed.

The Union has had a major internal transition over the last four years, and now renewed and revitalised governance, compliance and financial foundations, South Bank Students' Union has the solid foundations to become a more innovative and engaging, organisation over the next five years and beyond. We would love to welcome you into the team to help lead us to success for the union and for our members, LSBU students.





WHAT WE BELIEVE

- We believe education for employment is the reason students' study at South Bank, and we recognise that every student and their journey is different.
- We believe that an excellent students' union at South Bank is one that offers a radically personal approach which supports success in every classroom and beyond.
- We believe our job is to support each and every student to succeed as a transformative force of change through support and opportunities that helps students reach their full potential.
- We believe in the value of evidence and are driven by impact, with students a part of the design and delivery of all our work - with insight coming from research and participation.
- We believe in reimagining and innovating about what representation, participation, leadership, and student opportunities mean in a 21st century university and society.

HOW WE WORK

We are purpose-led - with 18,000 students at the heart of everything we do; each with their own voice, ideas, needs and priorities.

We champion student leadership - supporting, developing, and championing students as leaders across the organisation and beyond

We are professional staff - acting as facilitators, coordinators and managers of activities and services, working with, not just for students.

We are creative and diverse - bringing energy, creativity and fun and putting diversity at the heart of everything we do.

We are motivated and ambitious - passionate about the success of and serving the students that rely on us we are ambitious about what we can do and how we do it.

We work in partnership - we are incredibly proud of our relationship with the university and see it as our responsibility to drive its mission together in partnership.



DIVERSITY & INCLUSION

SBSU's simple vision of disrupting inequality is the heartbeat of the organisation and it is this which steers its decisions, practice, and priorities. It unifies our services, and it drives our staff to remove societal barriers so that all people can achieve their full potential.

SBSU believes that in order to truly disrupt inequality for its members, it must also strive to do this for its workforce, its trustee board, and its officer team.

Our Union benefits enormously from having a team with a range of diverse lived experiences. We understand that some life circumstances might be more complex, and that some will have had to overcome more barriers. We value unique perspectives formed by an individual's background and believe that 'bringing your whole self to work' is essential for informed decision making and collaboration and paves the way for high performance.



This approach underpins all of the organisation's policies to ensure our practice is based on the equal and fair treatment of others. We do this with pride, integrity, and accountability, and understand we act as a role model to others in ensuring the promotion and practice of equality, diversity, and inclusion for all.

We are proud of the ethnic, age and experience diversity of our student leaders, and would encourage students from any of LSBU's ten academic schools or three campuses to apply.

HOW TO APPLY

To apply, you will need to complete the application via our website which will ask you to:

- answer some questions about your eligibility for the role
- submit a supporting statement about your motivation and suitability for the role
- provide some details about your individual identity (not mandatory)

Applications will close on 21st March 2025 at 12pm midday. We will not be able to consider late applications unfortunately.

If you want to have an informal conversation about suitability for the role or any further information and/or clarifications please contact governance@lsbsu.org.

We encourage applications from candidates from a broad range of backgrounds and life circumstances, however we are often underrepresented by students from applied sciences, nursing and health courses, as well as postgraduate, part-time and apprenticeship students, so we particularly encourage students from these schools to apply.



JOB DESCRIPTION

STUDENT TRUSTEE

ACCOUNTABLE TO: The Union's Trustee Board.

CONTRACT TYPE: Part-time, approximately 8-10 meetings per year lasting between 2 and 4 hours (flexibility around academic commitments)

LOCATION: On-site at South Bank Students' Union, Student Life Centre, Elephant & Castle.

SALARY: This is a voluntary role with reasonable expenses provided as required.

JOB PURPOSE

The Board of Trustees has ultimate responsibility for the financial matters and financial procedures of South Bank Students' Union. It must accept ultimate responsibility for giving firm strategic direction to the Union, and ensuring that it is solvent, well-governed, and delivering the objectives for which it has been set up.

DUTIES AND KEY RESPONSIBILITIES

To attend all meetings of the trustee board, read associated documentation and reports ahead of meetings and participate in discussions and decision making.

To attend and participate in any learning, development and induction activities associated with the role of student trustee.

To work collectively and with the Chief Executive and other senior staff to ensure that South Bank SU has a clear vision that recognises its values and meets the needs of its members.

To ensure the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy

To ensure South Bank SU complies with all legal and regulatory requirements including its governing document, charity law, and any other relevant legislation or regulations

To ensure that South Bank SU applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public

To define, monitor and evaluate the performance of South Bank SU against targets and to ensure that it is focussed on achieving its vision.

To agree any delegated authority and ensure such delegated authority is clearly expressed.

To safeguard the assets of South Bank SU, taking due care over their security and proper usage, ensuring that they are used exclusively in the pursuit of the agreed objectives.

To ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place

To safeguard the good name and values of the organisation.

To annually approve and amend the finance regulations, annual budgets, and strategic plans of South Bank SU.

To follow proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the chief executive.

To contribute actively to the Board of Trustees, using any specific skills, knowledge, or experience to help the Board of Trustees reach sound decisions involving scrutinising board papers, focusing on key issues, providing guidance.

Take or seek opportunities to enhance their effectiveness as a Trustee through participation in training and development programmes and by increasing their own knowledge of South Bank SU.

PERSON SPEC

QUALIFICATION	
Registered as a student at London South Bank University	Essential
KNOWLEDGE AND EXPERIENCE	
Lived experience of a studying at London South Bank University	Essential
Knowledge of Students Union's and their representatives functions	Desirable
Previous or ongoing experience in Student Union activities	Desirable
Experience working with databases	Desirable
Awareness of the Charity Commission guidance on charity trustees and their legal responsibilities as set out in the Charty Governance Code	Desirable

SKILLS	
Strong Understanding of Confidentiality	Essential
Ability to think strategically and focus on the 'big picture'	Essential
Ability to work effectively as a member of the team with diverse levels of experience	Essential
Ability to set aside personal interest, and make collective decisions.	Essential
Ability to express independent judgements	Essential
ATTRIBUTES/SKILLS	
Good communication skills, particularly ability to communicate with people at various levels	Essential
Ability to take in and process large amounts of information, including in written form, or to seek appropriate help and guidance.	Essential
Strong attention to detail and the ability to question and challenge information which they do not understand	Essential
Enthusiasm to support students and create positive changes at SBSU	Essential
Strong time management skills	Essential
Ability to prioritise commitments and meet deadlines	Essential

BEHAVIOUS/VALUES	
Commitment to devoting the necessary time and attention to the role of trustee	Essential
Adherence to Nolan's seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership	Essential
Commitment to operating within a democratic student led environment and understands without doubt that we exist for our members	Essential
Ability to engage a diverse range of stakeholders and understand their needs	Essential
Displays high levels of self-awareness and empathy, and thinks about the needs of others in order to build positive relationships	Essential
Understands the importance of positive relationships and partnerships with key stakeholders	Essential
Listens to and values input and views from others, especially those with perspectives different from their own	Essential

Considers the implications of actions and behaviours on different communities	Essential
Ability to cultivate positive relationships with specific groups	Essential
Understands and adheres to relevant policies and procedures	Essential
Known for delivering on time and to a consistently high standard	Essential
Demonstrates positivity, treats others as equals and has a strong commitment to Equality and Diversity	Essential
Reflects on own practice and learn from mistakes	Essential