



JMSU

Liverpool John Moores University

Students' Union

Community Trustee Recruitment Pack

WELCOME

Dear Prospective Trustee,

Thank you for your interest in volunteering for the Liverpool John Moores University Students' Union as a member of our Board of Trustees.

We are privileged to support more than 23,000 students every year that come to study at Liverpool John Moores University. Their circumstances, experiences and aspirations are many and varied, but we share a simple vision for them all: that they feel happy and confident, during, and at the end of their time at University.

We are an independent charity and offer a wide range of opportunities, services and support to help students get the most out of their time at University. This covers everything from social activities to making sure everything's going right on their academic course. We have over 100 student groups and all of our work is led by, and in the best interest of, students.

Over the past couple of years we've gone through an exciting period of change as we strive to develop member engagement, ensuring each and every student has a voice within the University and that LJMU has happy, confident students.

We are excited about our future and are looking for passionate people who can help us to take JMSU to the next level. We strongly believe that the recruitment of ambitious and enthusiastic trustees is vital to our success. If you have the skills, experience and passion to assist us in achieving our vision then we would love to hear from you.



Lila Tamea

President and Chair of the
Board

ABOUT JMSU

We are the Students' Union for all students at Liverpool John Moores University. We're a student-led charity. Although we work closely with them through a variety of partnership activities, we are independent from the University. We're here to welcome LJMU students to student life and ensure that they have the best possible experience whilst they are here.

We do this by helping LJMU students succeed with their course and help them get their dream job when they leave.

We have an entire team dedicated to making sure students achieve the best they can on their course. Whether it's feedback on what's good or what needs to be changed, or if they need some impartial advice, we're here to help them.

We also provide a wide range of student opportunities to help students have fun, build networks and develop their skills and knowledge alongside their course. Students can volunteer with us or gain important employability skills in a range of positions on our student staff team.



ABOUT JMSU

Our Strategy

We feel privileged to be on the journey of the 23,000 people that have chosen Liverpool John Moores University to study.

Our vision for all students is simple: that they feel happy and confident, during, and at the end of their time at LJMU.

Our strategy for 2017–2020 sets out how we seek to achieve this aspiration, and defines our:

Vision: Happy, confident students

Mission: We support and empower all LJMU students, connecting them to each other and the world around them.

Values: Student–led, Inclusive, Independent, Proud.



ABOUT JMSU

Student Communities

Coming to University isn't just about getting a great degree – it's also where students grow and develop, make friends and try new things. JMSU is here to help make this easy for our students.

We support student leaders in running over 100 clubs and societies for students to explore and join. So whether they're playing netball, baking or want to meet other international students, there's a student group for everyone.

Student Voice

We're the key link to the University, representing the voice of 23,000 students and helping to improve the quality of their education. If something needs to change, we'll help them to make it happen.

This could be through our online feedback tool or via the Course Rep scheme that we support. Our elected officers are members of important University committees and meetings and work tirelessly to ensure that decisions are made in the best interests of students.

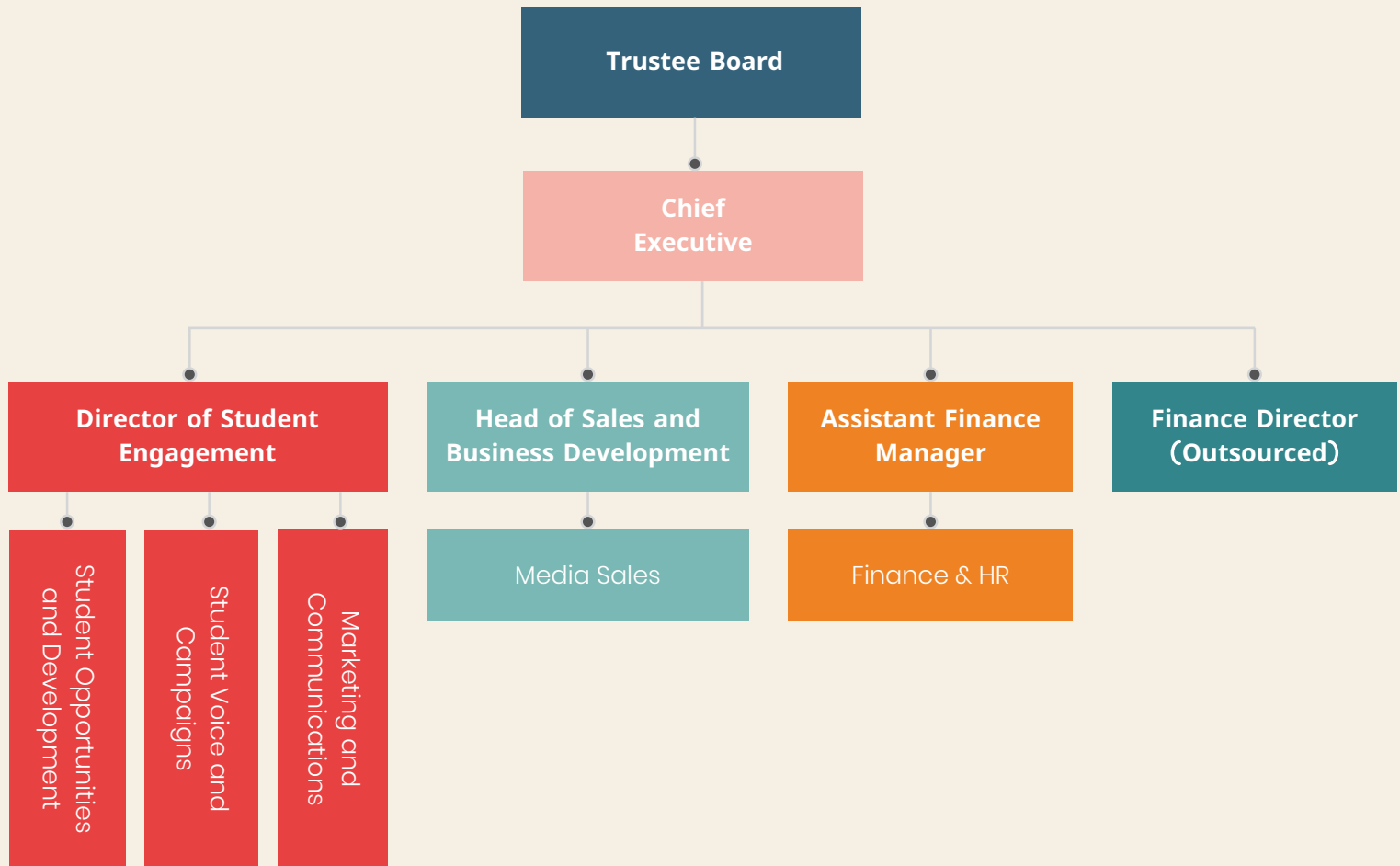
Elected Leaders

We are a democratic, membership organisation. Four student leaders (Sabbatical Officers) are elected annually by all students to lead JMSU. Our officers for 2020–2021 are:

- Lila Tamea (President)
- Megan Hill (VP Community Engagement)
- Emily Roxbee Cox (VP Activities)
- Tuba Shahzad (VP Academic Quality)

The officer team lead the political and campaigning direction of JMSU and help ensure that our priorities are aligned to students' needs. All four officers are members of our Trustee Board which governs the work of JMSU and makes important decisions about our future. Complemented by a team of Part Time Officers, these students lead our vital Equality, Diversity and Inclusion campaigns ensuring students are represented and feel a sense of belonging on campus.

OUR STRUCTURE



Find out more about our brilliant staff team [here](#).



ABOUT THE BOARD

Trustees are essential to the wellbeing and effectiveness of JMSU. Trustees are responsible for ensuring that an organisation has a clear strategy, that it remains true to its original vision and that it complies with all the necessary rules and legal obligations.

Trustee Board Structure

Sabbatical Officers
x4

Student Trustees
x4

Community Trustees
x4

How we're run

The Chief Executive's role is to ensure effective and efficient strategic and operational leadership of JMSU. In conjunction with the President, the Chief Executive drives and delivers the strategy whilst ensuring the organisation continues to improve its service to members.

The role works closely with **sabbatical officers** to ensure that the vision, goals and core values of the Guild are achieved.

Our **Community Trustees** support the other members of our Board. Our Trustees play a prominent role in the City of Liverpool, the North West, or nationally, and add value to the decisions we make as we strive to deliver our strategic objectives. Our Community Trustees are selected on their experiences, skills and ability to support different functions of JMSU.

Student representation on all aspects of decision making both in the University and Students' Union is crucial to our governance, relevance and ability to champion the student experience. It's therefore vital we have the voices of students at every level of the charity including the Trustee Board. Our **Student Trustees** help influence discussions and ensure decisions are made not only for the long term sustainability of the charity, but also for the benefit of student members.

KEY FACTS

We're an independent charity, registered with the [Charity Commission](#).

Our annual turnover is **c.£1.4m** per year. Around £1m of this comes as a grant from the University. The remaining £400k mainly comes from advertising and sponsorship packages with external commercial partners.

We employ a small team of **17** career staff who work on salaried contracts for the Students' Union. These are complemented by a team of student staff that work on an hourly paid basis in a range of roles like reception, marketing and graphic design.

In 2018 over **20%** of students voted in our Executive Committee elections and over 1000 students were involved in our student groups and volunteering opportunities during 2018/19.

Over **11,000** students attended our Freshers Fair in 2019 and 92% of students said they had a positive experience. Over 630 students attended our Welcome Week Programme over 18 events during 2019.

Students are **52%** satisfied with JMSU in the National Student Survey. This is 4% lower when compared to the overall sector.

Over the last year, JMSU and LJMU supplied free menstrual products in **every** female and gender-neutral toilet on campus under the joint Period Poverty campaign.



ABOUT THE ROLE

Purpose

Trustees are essential to the wellbeing and effectiveness of JMSU. Trustees have the ultimate legal responsibility for keeping the organisation focused on its purpose and directing the strategy (working with staff). They also have financial oversight, are responsible for resources, and are expected to ensure the organisation stays within the law.

Key Responsibilities

- To ensure that the organisation acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its Mission, Vision and Values.
- Help JMSU achieve its objectives and improve the experience of its members.
- To ensure JMSU uses its resources exclusively in pursuance of its objects and does not undertake activities that put its financial stability, members or reputation at risk.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Work with other Trustees and staff in a constructive way and for the greater good of JMSU.
- Use their personal skills and experience to ensure JMSU is well run and efficient.
- To appoint the Chief Executive and monitor their performance.

Term of Office

Up to four years for community trustees, with an option to renew for a second term of up to four years.

Up to two years for Student Trustees. Should this overlap with the end of your studies, you can, if you wish, continue to the end of term.

Remuneration

The post of Community Trustee is voluntary and unpaid, however you will be reimbursed for reasonable expenses incurred as a result of business undertaken on behalf of JMSU.

Commitment

Trustees are expected to attend all Trustee Board meetings (between 4–6 a year), and relevant sub-committee meetings (between 4–6 a year).

Our sub-committees are:

- Finance, Audit and Risk
- Governance and Policy
- HR, Appointments and Remuneration

Equality and Diversity

We believe in championing equality for our students and are committed to ensuring our Trustee Board reflects the diversity of the world and community we're based in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability.

ABOUT YOU

Person Specification: Community Trustee

Criteria	Essential	Desirable
Experience		
Evidence of successfully working in a leadership or governance role (including voluntary experience).	X	
A background / experience in one of the following: Business / Commercial Development, Finance.	X	
Knowledge		
A good understanding of the issues affecting students in the UK and at the LJMU.		X
Understanding of the principles of good governance.		X
Awareness of the systems and structures in, and issues affecting Higher Education.		X
Skills		
The ability to ask questions and challenge the status quo.	X	
Sound judgement and the ability to think strategically and commercially, handle competing priorities and make informed decisions.	X	
Strong communication skills with the ability to build relationships with people at all levels.	X	
Able to respond positively to challenging situations and solve problems creatively.	X	
Values and Attitude		
A demonstrable commitment to our values.	X	
Strong commitment to equality, diversity and inclusion and able to engage people from all backgrounds and at all levels.	X	
Passionate about working in a democratic, student-led environment.	X	

APPLY

The closing date for applications is Sunday, 8th November 2020.

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

Action	Date
Closing date for applications	Sunday, 8th November
Shortlisting	Wednesday, 11th November
Panel interview*	W/C 16th November

*Due to ongoing government social distancing restrictions, all interviews will take place remotely, via Zoom.

Your application should include the following:

- A personal statement that sets out the motivating factors in your application and demonstrates how you meet the 'essential' requirements set out in the person specification.
- 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](#).

Please send your completed application via e-mail to:

Rachel Nickless: r.nickless@ljmu.ac.uk

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

Lila Tamea, President and Chair of the Board: president@ljmu.ac.uk

Paul Chapman, Chief Executive: p.chapman@ljmu.ac.uk