Christ Church Students' Union

TRUSTEE RECRUITMENT PACK.

ccsu.co.uk
@christchurchsu

HELLO!

On behalf of the Board of Trustees we would like to thank you for expressing an interest in shaping the future of Christ Church Students' Union! We are a vibrant and exciting membership organisation on a journey towards expanding our services to better serve and represent all 9,000+ students at Canterbury Christ Church University.

Coming to university is a life-changing experience, and the Students' Union is here to support members from application, through to graduation, and beyond. We are the independent representative body for our members and through elected representatives from the student body provide a collective voice to the University and other organisations that enhance students' lives in the local, national and global communities in which they live.

With dozens of student-led clubs and societies to get involved in there are opportunities for everyone. For the times when our members need extra help and support the Union has a free, independent Advice Centre offering guidance on academic issues, as well as advice on housing, money and other student concerns.

We are currently seeking an external volunteer to join our Board of Trustees, which is the ultimate authority that governs the charity. This Pack contains all of the information you should need to know before the application process, and you can get a feel for who we are by interacting with us on social media, however, we would always encourage applicants to call us or stop by in person to informally discuss the role. If you would like to do this then please email chi.lau@ccsu.co.uk.

Thank you for your time.

Emma Lawrence (She/Her)

President (Academic Life) 2025-27

Chair of the Board of Trustees



STUDENT LEADERS.

We mean what we say - we are led by students, and are for students.

Each year those studying at Canterbury Christ Church University elect three leaders to represent their academic interests.

The Student Leadership Team are supported by a career and student staff team to deliver their individual and collective priorities for the year they are in office.

Emma Lawrence,
President (Academic Life)

Joe Butler-Moor,
Students' Union President

Tilly Knight,
President (Student Life)



OUR M.V.V.A.

MVVA, or Mission, Vision, Values, and Ambition - this is what drives us and informs not just what we do, but importantly, how we do it, as a values-driven and purpose-led organisation.

Our Mission is **your best student life**

Our Vision is **to empower and support every student**

Our Ambition is **to play a central and exciting role in the lives of students through inclusive representation, comprehensive support, and student-led opportunities that help individuals shape their experiences and achieve their ambitions, now and in the future**

Our Values:

Inclusive, Supportive, Exciting, Dependable, Ambitious, Independent



OUR STRATEGY.



Over the last ten years we have been on a journey of continuous improvement - we are now a more capable, effective, and impactful organisation with a solid governance and financial foundation - we are recognised NUS as a "Quality Students' Union". Looking ahead there are opportunities to continue this progression - but there are also significant challenges and uncertainties ahead for the higher education sector and for students themselves.

Three years ago we embarked on **Your Best Student Life** - our 2023-27 Strategy. As an organisation we needed to focus on doing core activity really well, but in particular - demonstrating our relevance to all of our Members; delivering results and impact; and foregrounding the work and success of the Student Leader Team.

Your Best Student Life 2023-27 has:

Three Foundations - **Governance, Finance, Partnerships**

Five Enablers - **People & Culture, Insight, Engagement, Communication, Sustainability**

Five Student Focuses - **Your Course, Your Wellbeing, Your Self, Your Communities, Your Success**

Overall, our aim is to harness the power of students to Make It Happen! How do we do this? We firmly believe that students' best interests are served by working in close partnership with the University, and we are proud of this approach - the vast majority of our income comes from the University via the annual Block Grant. However, this does not mean that we always agree, but instead that we have an equal and respectful relationship where we ensure that students' views are heard and prioritised.

OUR IMPACT.

Our Mission is Your Best Student Life, and as an innovative, creative, and dynamic organisation we are constantly seeking ways to make a bigger impact for and with our Members.

Be it helping to address the Cost of Living and Learning Crisis with our free Breakfast Clubs, coffee, and sanitary products, to our education improvement campaigns, and student recognition awards - we seek to Make it Happen - which is why we have been accredited by the National Union of Students as a 'Quality Students' Union'.

Our biggest impact is within the Advice Service, which can support up to 700 students a year with academic appeals, plagiarism accusations, or fitness-to-practice hearings. The impact of the Advice Service can literally be life-changing - helping students to stay and succeed in education.

QUALITY STUDENTS' UNION

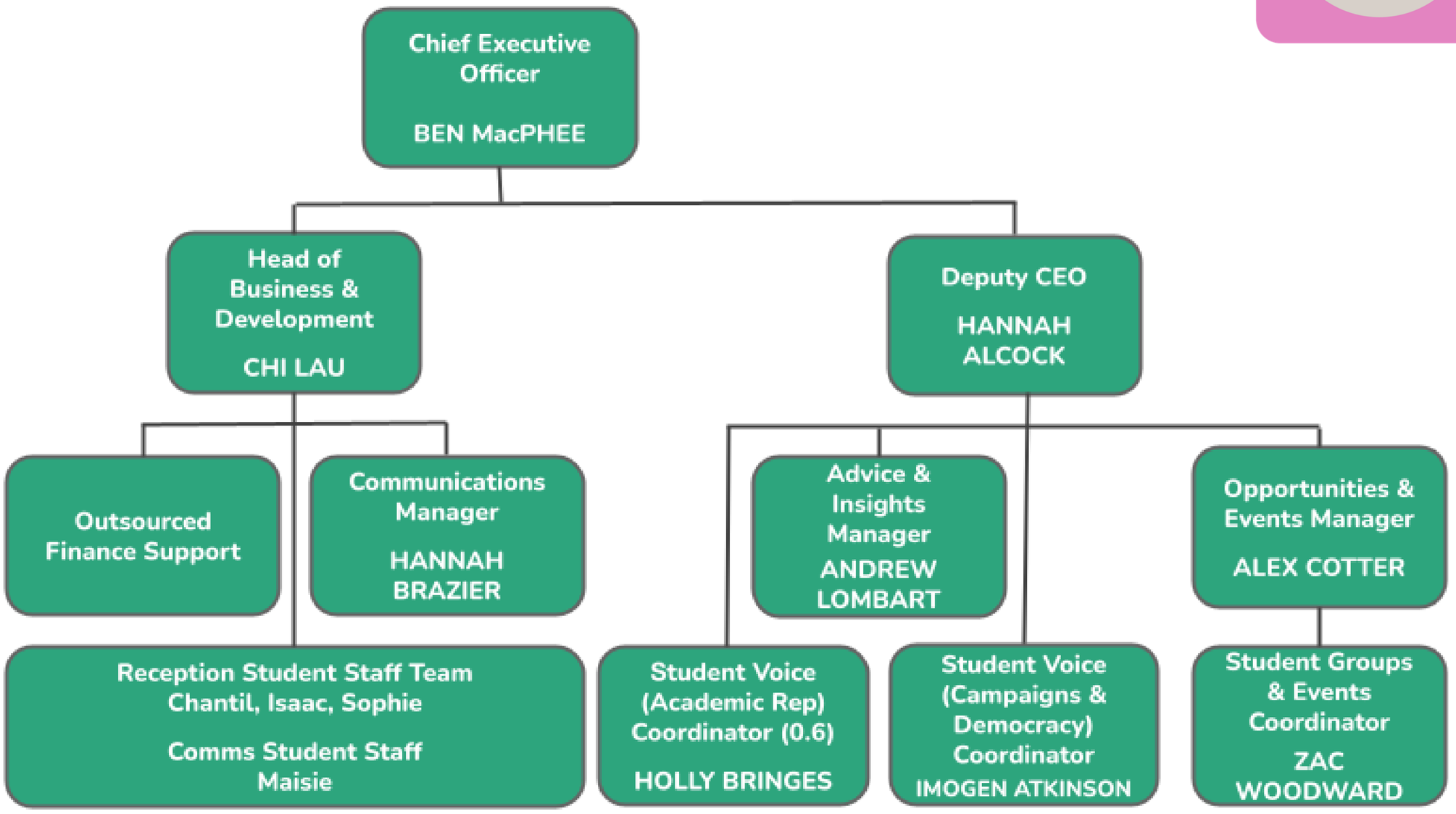
7TH IN NSS

85% positivity score for the question, 'How well does the students' union (association or guild) represent students' academic interests?'



STAFF STRUCTURE.





THE ROLE.

The Union are seeking a Community Trustee who possesses a wide range of skills and experience, to effectively oversee the charity as part of the Board of Trustees. In addition, trustees are invited to key events to meet with students, understand how the organisation operates, and take part in discussions or trustee business electronically outside of meetings.

The Union has recently completed a project to become a direct employer of people , and we are looking for a Community Trustee with a background in HR. The position would best suit an experienced HR professional with a demonstrable interest in higher education and students' unions, and a strong understanding of the effective governance of organisations.

The position also requires the ability to understand and implement a strategy and evaluating performance against that strategy, in addition excellent communication skills including effective listening and constructive questioning. Specific understanding of the legal duties associated with being a charity trustee and understanding of charity governance would be useful.



THE ROLE.

Eligibility and Tenure

There are eligibility criteria for Trustee roles, so we strongly recommend you read more about the role of being a Trustee before applying, on the Charity Commission's website. Community Trustees are appointed on three year terms, and may serve a maximum of three terms.

Time Commitment

About 40 hours per annum, depending on service on Board sub-committees. The Board of Trustees meets six times a year, usually for about three hours. Sub-committees are the same frequency but usually for two hours. There is currently two sub-committee, Finance, Resources and Risk (which includes a HR remit), and Charitable Services. Trustees are also expected to have an additional interest and involvement in the Union over and above the official meetings.

Remuneration

The role of Trustee is voluntary, but expenses for attendance at Board and sub-committees will be reimbursed. These are as prescribed by HMRC for travel, food and childcare.



THE ROLE.

Trustee Responsibilities

Trustees are accountable for delivering the responsibilities detailed in the Terms of Reference of the Board of Trustees. Notwithstanding this, all Trustees have a duty to:

- Ensure that CCSU acts in accordance with its charitable objects, constitution and other guiding documents and, in particular, remains true to its Mission, Vision and Values.
- Ensure that CCSU complies with all relevant legislation and regulations including relevant charity acts and education acts.
- Ensure that CCSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Work with other Trustees, staff and volunteers in a constructive manner.
- Participate fully in Board meetings and join one of the Board's sub-committees.
- Use their personal skills and experience to ensure CCSU is well run and efficient.
- Seek external professional advice where there may be material risk to CCSU or where the Trustees may be in breach of their duties, or at any other appropriate moment.
- Add value to the Board and CCSU through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

Equality of Opportunity

The Union is committed to the principles of equality of opportunity and will endeavour to meet the needs of any candidate who fulfils the requirements of the person specification.

PERSON SPECIFICATION.

Qualifications and Training	Essential	Desirable	Assessed at
Qualification and/or experience in one or more of:			
Human Resources	X		Application
Legal matters		X	Application
Finance		X	Application
Membership organisations		X	Application
Skills and Attributes	**Essential**	**Desirable**	**Assessed at**
Ability to relate to and communicate with people	X		Interview
Ability to make informed decisions	X		Interview
An ability to think strategically for the long-term success of the charity	X		Interview
An ability to think creatively and to challenge given thinking	X		Interview
Qualities	**Essential**	**Desirable**	**Assessed at**
Shares the values of Christ Church Students' Union, and is committed to Partnership working	X		Application
Desire to participate within a democratic and member led organisation	X		Application
Professionalism	X		Interview
Flexible, adaptable, proactive and highly organised	X		Interview
Committed to personal and professional development	X		Interview

NEXT STEPS.

We're committed to ensuring our workforce accurately reflects the diversity of the world we live in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability. All candidates will be treated equally and all appointments made on merit.

Interested in applying? Great! Simply head over to www.ccsu.co.uk and navigate to the jobs page. Or, if you still have questions and would like to have a conversation with us then get in touch with **Chi Lau, Head of Business & Development, chi.lau@ccsu.co.uk**

Application is released - **Monday 9th November 2026**
Application deadline - **Thursday 17th December 2026**
Interview date - **Week Commencing 11th January 2027**
Intended role start date - **Monday 25th January 2027**

Please ensure you read all of the information in this Pack before completing your application. We are looking for candidates who can demonstrate, via application and interview, that they meet all essential criteria and identify with the values of Christ Church Students' Union.

The data legal stuff - we'll only use the information you supply for the purposes of progressing your application, or to fulfil legal or regulatory requirements if necessary. More info at https://ccsu.co.uk/data-protection.



MAKE IT HAPPEN

Christ Church Students' Union