

Students' Union Trustee/Director Recruitment Pack

yoursu.org





Contents

04 About Your Students' Union

05 About CUSU Services

06 Our strategy

07 A message from our Officers

08 The role

09 Experience criteria

10 Time commitment

12 How to apply





About Your Students' Union

Your Students' Union is a charity dedicated to improving the lives of students across the Coventry University Group.

We have an amazing history of activity, support, inclusion, and representation since we were first formed in 1960. Over this time, we have shown that we are doing things first, doing things differently and involving everyone, no matter their background. We have grown rapidly and as we approach £5M turnover, and 100 permanent members of staff, we are looking for volunteers to support us with our next stage of development.

We are student-led through our Student Officers who our members elect every year to represent and deliver the changes and action they want to see.

These officers are supported by a dedicated team of staff that deliver the variety of services we offer from Sports Clubs and Societies to Advice and Skills.



About CUSU Services

In addition to the charity, we also have a trading subsidiary (CUSU Services Ltd) that works to provide a surplus to enable the charity to do more to support students and diversify income. Current commercial activities include catering outlets, partnerships, merchandise and a creative agency. We have recently acquired a bar, cinema and student entertainment venue as well as having several other commercial projects in the pipeline.

By 2027, CUSU Services will have developed new and existing enterprise ventures, that are reliable, relevant and sustainable for our students and our wider communities. We will be recognised as an entrepreneurial trading subsidiary that is truly *Powered By Students*, accelerating their employability opportunities and development.

Our Strategy

In 2022 we launched our ambitious strategy to support student success and help all students at Coventry University Group to fulfil their potential.

We recommend that you look at [our website](#) to see our strategy in full and understand what we want to achieve for our members. You can also watch [a video](#) of everything we achieved last year to support this mission.

Underpinning our strategy and the ongoing work of the Students' Union is our values:

- **We will be helpful.** We aim to support students, create solutions and make university life better. We will respond quickly and efficiently to problems and enquiries and use feedback to continually improve our services.
- **We will be inclusive.** We aim to be accessible for all students. We will strive so that everyone who works or engages with us feels that they belong, as diversity makes us stronger.
- **We will be ethical.** We aim for positive social and environmental impact in all our decisions. We will behave with responsibility, integrity and fairness.



A message from our Officers

We are progressing through our 2022-2026 Strategic Plan and making significant progress toward our strategic goals.

The recent addition of a sports centre and catering/entertainment venues has generated a great deal of optimism about the future opportunities for the Students' Union.

However, we are navigating a challenging financial climate within the sector, making strong governance and leadership essential to ensure our continued success.

We trust that this pack will give you a comprehensive overview of our organisation, and we appreciate your interest in our board vacancies.

Promise Owai, Abdullah Sayyed, Layna Forbes,
Prince Otu



The Role

We are looking to appoint new Student Trustees to join our Board of Trustees.

Your SU is overseen by our [Board of Trustees](#) and our trading subsidiary (CUSU Services Ltd) is overseen by our [Commercial Services Board](#). They are both made up of a collection of our elected Officers, students, university staff and external professionals that ensure the Charity and the Trading Subsidiary remain sustainable in terms of finance, legality and reputational status.

Please note that this is an unpaid voluntary role but can easily be fitted in around your studies. It is a unique opportunity with significant responsibility and will look fantastic on your CV

It is worth noting that if you are a paid member of Your Students' Union staff you may not apply for this role as this would create a conflict of interest.

What skills should you have?

- Understanding of the current issues that students are facing in higher education
- Enthusiasm for enhancing the student experience at Coventry
- Knowledge of Your SU
- An appreciation of Your SU's [mission statement and values](#) and how these guide and inform our activities
- An interest in governance and leadership
- The ability to communicate confidently yet diplomatically
- A commitment to confidentiality
- The time and willingness to undertake the role

It would be helpful to also have:

- Understanding of the legal responsibilities of the trustee role
- An understanding of how charities work

However, experience of being a trustee is not essential.

We are keen to see your enthusiasm and willingness to learn as support and training will be provided.

Time Commitment

You will be expected to attend Board meetings 4 times per year – these will be a mix of in person and Teams meetings.

You will also be expected to support at least one sub-committee of the Trustee Board (3-4 times per year) as well as complete training and induction.

You will need some time to allow for pre-reading of reports and other documentation before meetings.

Trustee meetings are typically held on a Friday afternoon 1pm-4pm.

Most of the meetings are online, although you would be offered travel expenses for any face-to-face meetings (and hybrid meetings are usually offered if you do need to join remotely.)

There is also a strategy day once a year as well as the occasional social activity!

	Dates
Board of Trustees	Friday 28 November 2025 Friday 27 February 2026 Friday 19 June 2026
Commercial Services Board	Friday 16 January 2026 Friday 24 April 2026 Friday 3 July 2026
Finance and Audit Committee	Friday 20 March 2026 Friday 17 July 2026
People and Culture Committee	Friday 30 January 2026 Friday 1 May 2026
Governance & Appointments Committee	Friday 17 April 2026

How to apply

Please apply, via our recruitment portal, outlining your relevant experience and why you are interested in the role.

[Click Here to Apply](#)

If you would like any further information prior to making an application, please contact governance.su@coventry.ac.uk

Closing date for applications
12pm Friday 14 November 2025

We aim to have diverse representation on our Board, and welcome applications from individuals who have experience of or identify with under-represented and liberation groups. We are especially keen to encourage expressions of interest from people currently under-represented within the organisation, including but not limited to those from the LGBTQ+ community, people with disabilities, and those from a Global Majority background.

We are a disability confident employer and candidates with a disability will be guaranteed an interview, providing they meet in full all the essential requirements of the post.

We are actively committed to promoting equality and diversity, and expect all staff, students, and volunteers to share this commitment.

Appendix 1:

Below is a list of circumstances which may prevent you from becoming a Trustee or Company Director:

You are not allowed to be a Trustee if you:

- Are under 18 years of age
- Have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent
- Are an undischarged bankrupt
- Have made compositions with your creditors and have not been discharged
- Have previously been dismissed from employment at the SU
- Are not willing to devote the necessary time and effort
- Have failed to make payments under the County Court Administrators' orders
- Have at any time been removed by the Charity Commission or by the Court in England, Wales or Scotland from being a trustee because of misconduct
- Are disqualified from being a company director

Companies House sets out that you are not permitted to be a Non-Executive (Company) Director if you:

- Have been banned due to the Company Directors Disqualification Act 1986 or relevant laws
- Have undischarged bankrupts: Usually disqualified, unless court-permitted.
- If you have been convicted of certain offences, such as for fraud, dishonesty, or financial misconduct
- Are an individual under 16 years of age
- Foreign Nationals: No nationality restrictions, but extra requirements like visas may apply
- Have certain court orders: Those with restraining orders or similar may be restricted.
- You are a disqualified person under Insolvency Proceedings
- If you have convictions of company-related offences: Offences linked to company management can lead to disqualification.
- If you have been previously disqualified by financial regulators

Please note to be a Trustee /Director you can't be a paid employee, or supplier of paid services of/to Your SU.

If you are in any doubt about your eligibility to act as a Trustee or Non-Executive Director, please get in contact via governance.su@coventry.ac.uk or you should either seek your own legal advice or contact the Charity Commission or Companies House.