

# Students' Union Trustee/Director Recruitment Pack

[yoursu.org](https://yoursu.org)





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# 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 currently halfway through our 2022-2026 Strategic Plan and making significant progress toward our strategic goals.

The recent addition of a sports centre and 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, Akhil Sha, Christopher Eban  
and Oduduabasi Umo-Odiong



# The Roles

We are looking to appoint up to 3 new Trustees/Directors to join our Board of Trustees or Commercial Services Board for a 3-year period, including a new Chair of Trustees of the Board. You can find the current members of the [board here](#).

**Role 1: Chair of Trustees** (for main Board of Trustees, plus sub-committees). This role would begin in October to allow a handover period with the current Chair.

**Role 2: External Trustee** (to sit on Board of Trustees and the People & Culture Sub-committee)

**Role 3: Non-Executive (Company) Director** (to sit on the Commercial Services Board and Finance & Audit Sub-Committee)

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.



# Experience

Trustees/Directors make decisions on behalf of the organisations, ensuring the activities of the SU remain within their charitable objectives and that operations remain compliant within the law. They set the overall strategy and are accountable for the management of the permanent staff.

We are seeking experienced professionals in their respective fields who are truly passionate about and dedicated to our mission.

- For the Chair of Trustees' role, we are looking for an experienced **strategic leader** with **third sector** governance experience, ideally from a membership organisation.
- For the External Trustee role, it would be ideal if the successful candidate has additional skills in **People & Culture, EDI** and/or **Mental Health**.
- For the Non-Exec Director of Commercial Services Board, it would be ideal if the successful candidate has additional skills in **finance** and/or **venues and catering**.

For all roles we would especially welcome applications from professionals with **Sports Management** experience following our acquisition of the University Sports Centre and plans for the development of a new sports strategy.



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

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.)

Remaining meeting dates in 2025 can be found on the next page.



	Dates
<b>Board of Trustees</b>	Friday 28 February 2025 Friday 20 June 2025
<b>Commercial Services Board</b>	Friday 25 April 2025 Friday 4 July 2025
<b>Finance and Audit Committee</b>	Friday 21 March 2025 Friday 18 July 2025
<b>People and Culture Committee</b>	Friday 24 January 2025 Friday 23 May 2025
<b>Governance and Appointments Committee</b>	Friday 11 April 2025
<b>Strategy Away Day</b> (all day, in person)	Wednesday 22 August 2025



# How to apply

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

- [Link to apply for \*\*Chair of Trustees\*\*](#)
- [Link to apply for \*\*External Trustee\*\*](#)
- [Link to apply for \*\*Non-Exec \(Company\) Director\*\*](#)

**Closing date for applications**  
12pm Friday 17 January 2025

If you would like any further information prior to making an application please contact John Abell, CEO, on [john.abell@coventry.ac.uk](mailto:john.abell@coventry.ac.uk) or email [governance.su@coventry.ac.uk](mailto:governance.su@coventry.ac.uk)

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.

We have published a list of preferred experience and skills that would be beneficial to the Students' Union from a Trustee/Director, however the willingness and right attitude is the most important asset. So even if you don't directly match all criteria, please make an expression of interest application. If we receive a high volume of interest, we will use the criteria to prioritise our selection, so we encourage applicants to highlight how they meet the preferred skills and experience in their covering letter.

**Closing date for applications 12pm Friday 17 January 2025**

Interviews are expected to take place week commencing 27 January 2025.

If you require any reasonable adjustments to the application or interview process, please contact [governance.su@coventry.ac.uk](mailto:governance.su@coventry.ac.uk).

If you are a Student at Coventry University you may be more suited to the role of **Student Trustee**. We will be commencing a round of Student Trustee Recruitment in early 2025, if you would like to be informed when this opportunity opens, please email [governance.su@coventry.ac.uk](mailto:governance.su@coventry.ac.uk)

**Please note that there are some circumstances which may prevent you from becoming a Trustee or Non-Exec Director – please refer to [appendix 1](#).**

## 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](mailto:governance.su@coventry.ac.uk) or you should either seek your own legal advice or contact the Charity Commission or Companies House.