



Coventry University Students' Union

Non-Executive (Company) Director – CUSU Services Ltd

Role Profile

Remuneration: Voluntary (expenses are provided for costs incurred because of business undertaken on behalf of the Students' Union)

Term: 3-year term with the opportunity to continue for an additional term, subject to approval

Purpose

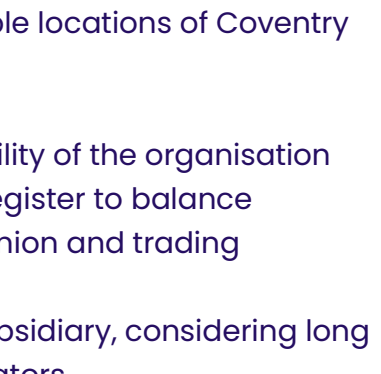
To act as Company Director for CUSU Services Ltd (the trading subsidiary of Coventry University Students' Union) as well as a member of the Students' Union Finance and Audit Committee, which provides oversight of finance and risk for both the trading subsidiary and the Students' Union.

They will ensure the Union has the necessary financial and structural stability to meet our aims and objective and develop our services for our members.

As a Director of the trading subsidiary, they are responsible for the general oversight and management of our million pound turnover commercial services and to support the Students' Union in achieving its goals.

Main Duties and Responsibilities

1. To ensure CUSU Services Ltd:
 - a. Complies with its governing documents, company law and any other relevant legislation or regulations
 - b. Exclusively uses its resources in pursuit of its objectives

- 
- c. Provides equal opportunity across the multiple locations of Coventry University Group.
 2. To ensure the Finance and Audit Committee:
 - a. Maintains and grows the financial sustainability of the organisation
 - b. Develops an appropriate risk universe and register to balance opportunities and threats for the Students' Union and trading subsidiary
 3. To develop and govern the strategy of the trading subsidiary, considering long term, short term and relevant key performance indicators.
 4. To contribute actively to committee discussions, using any knowledge, skills or experience to help reach consensus and make decisions.
 5. To be a role model for Your SU, embodying the values of the trading subsidiary and charity, and promoting the interests of our members on a local, national and international platform.
 6. To provide financial expertise.
 7. To develop and enhance communication channels between our companies and stakeholders.
 8. To be willing to champion the Union's values of being Helpful, Inclusive and Ethical

I have read, understood and agree to the above duties.

Signed:

Date:

Print Name:

Person Specification and Shortlisting Criteria

Non-Executive (Company) Director – CUSU Services Ltd

Essential to have qualification and/or demonstrable experience in one or more of:

- Finance and Risk Management
- Legal and Compliance
- Governance/Board Experience
- HR/People Management/Employment Law
- Leadership
- Health & Safety
- Project Management
- Marketing / Communications / PR
- Safeguarding
- Relevant industry experience e.g.
 - Education (ideally, HE sector)
 - Charitable Sector
 - Commercial (Catering and Hospitality / Events / Retail)
 - Entrepreneurial Business Development
 - Sports Management

Knowledge or awareness of membership organisations or the charity sector is advantageous but not essential.

Essential personal characteristics:

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the role suits you and the skills that we will be keen to see demonstrated at interview.

- Professional Integrity
- Ability to think strategically and make informed decisions
- Ability to think creatively and challenge constructively
- Excellent communication skills – verbal and written
- Skilled in stakeholder engagement
- Genuine Interest and commitment to our mission
- Good understanding and awareness of equal opportunity and diversity