



STUDENT TRUSTEE

RECRUITMENT PACK



Introduction from the Students' Union President

Thank you for your interest in becoming a student trustee at Roehampton Students' Union (RSU) and downloading this applicant pack. RSU is the representative voice of students at the University of Roehampton and we are honoured to be part of a diverse, vibrant and supportive community.

As a values-driven charity, we work incredibly hard to ensure students are at the core of everything we do. From the delivery of Academic Representation and Student Opportunities via societies and events, through to Student Advice, ensuring students know their rights and have support when they need it most.

Politically, the Union is led by students in the form of our Sabbatical Officers while the Chief Executive Officer - under the direction of the Board of Trustees - oversees the day-to-day management of the organisation.

We are in the process of an ambitious turnaround to improve our performance and impact. As part of this we are seeking two student trustees from the Roehampton student body to provide valuable insight about the student experience and ensure the Students' Union continues to be led by students at the highest level.

This voluntary role provides a great opportunity for an innovative, passionate, and values-driven leader to support our student community in getting the most out of their University experience. It's also a fantastic opportunity to get an insight into the unique world of Students' Unions and Higher Education in the UK.

Thank you for your interest.

Joshua Kayode (President 2025/26)



Application

Important dates

Applications close on 26 October. Shortlisting of candidates will take place the week commencing 27 October and if selected, you will be contacted regarding interviews by 31 October.

Interviews will be held across the week commencing 3 November. To apply, please complete our online application form.

APPLICATION FORM

How to apply

As part of your application you'll need to provide a recent curriculum vitae (CV) along with a cover letter (maximum two pages) setting out your motivation for applying, and the skills and experience you can bring to the role. When writing your cover letter consider the following:

- Why you'd like to join RSU as a trustee - how do your personal values align with RSU's
- What knowledge, abilities, and experience can you contribute to our Board's collective skills?

When answering, consider these in the context of the role description set out later in this pack.

ELIGIBILITY

In order to apply for a Student Trustee position, you must meet the Charity Commission's [eligibility criteria](#) and you must be a registered student at the University of Roehampton for the 2025/26 academic year through to 30 June 2026.

You will be required to commit to one day of induction and at least four Board of Trustee meetings throughout the academic year. You must also agree to RSU's Trustee Code of Conduct which will be shared with successful candidates.

It is recommended that all applications read the Charity Commission's guide to being a trustee: [The Essential Trustee: What you need to know, what you need to do](#).

DIVERSIFYING OUR BOARD

In order for us to be able to make sure every student is able to celebrate who they are, shape their university experience, and feel connected to a community, we need to continue to innovate and make sure we champion diversity, equity, inclusion, and belonging in everything that we do. This means having a commitment to supporting a diverse and inclusive Board of Trustees.

The [ACEVO and Voice for Change Home Truths report in 2020](#) highlighted a significant lack of representation of Black and Asian individuals in senior roles within the charity sector and the huge lack of opportunity for Black and Asian individuals to begin, develop, and succeed in their careers in the sector, including as trustees.

We would therefore particularly welcome applications from Black and Asian candidates, those who identify as women or non binary, and disabled candidates.

We are committed to ensuring that people with a diverse range of skills and experience are encouraged to apply and contribute fully as Trustees. We will strive to remove the barriers that prevent people from applying to become trustees and ensure that our application and selection processes are inclusive of, and accessible to, people with a wide range of skills and lived experiences.

KEY INFORMATION:

Position: Student Trustee

Term: 1 July 2025 until 30 June 2026 (one year term which can be extended to two years where an individual remains a student at the University)

Hours of Work: Four-Six Board of Trustee meetings throughout the academic year

Contract: Voluntary, unpaid

QUESTIONS:

If you are interested in becoming a trustee at RSU and aren't sure if you meet the requirements, please get in touch for an informal conversation with Michael or Joshua.

Joshua Kayode (President 2025/26)
Joshua.Kayode@roehampton.ac.uk

Michael Bailey (Chief Executive)
Michael.Bailey@roehampton.ac.uk



How we're run

TRUSTEE BOARD

RSU's Board of Trustees brings together different types of trustees with a range of skills and experiences that combine to enable the Union to be a high-performing charity and students' union. We have three types of trustee:

- **Officer Trustees:** Elected to be representatives of student life within the University and bring this expertise to the SU Board. The SU President chairs the board.
- **Student Trustees:** Elected from current students to share the lived experience of students at Roehampton University to the board.
- **Lay Trustees:** Appointed to bring external perspectives as well as experiences and expertise from outside the Students' Union.

FINANCE AND FUNDING

Our annual income is c£856k. Around 70% of this comes from funding provided by the University in the form of a block grant. The rest is generated through commercial activity. Every penny we make is reinvested into the services we provide for our members. Our latest accounts can be viewed on the Charity Commission website.

STAFF STRUCTURE

We employ 14 members of full-time staff, along with 20-30 casual student staff, and work with over 1000 volunteers. The CEO is supported by a management team who together, lead the day-to-day operations of the SU and ensure our strategic plan is delivered effectively.

ELECTED OFFICERS

Students at Roehampton vote to have our elected officers represent their academic, social, and wellbeing needs during their time at university. You can learn more about our team over on our website.

ABOUT THE ROLE

The Board of Trustees has ultimate legal responsibility for RSU's work. This includes developing its strategy, monitoring its progress, and engaging with its members to ensure that it is meeting the needs of students, as well as ensuring legal and financial compliance. The Board is a collective and our aim is to appoint and develop a high-performing team, rather than a group of people working independently.

Our Mission:

**To make
student life better
at Roehampton.**

It's that simple.

OUR VALUES

Student Focused: Put simply, we exist to make student life better for students at Roehampton and everything we do should be in the service of driving this forward.

Transparent: We are committed to being open and transparent, fostering trust and ensuring everyone feels informed and involved in our decisions and actions.

Supportive: We support equity, diversity, and inclusion and believe the Union is a place where everyone can thrive. Adjusting services to assist and reflect the evolving, diverse needs of our students.

Bold: We are ambitious for our students and unafraid to challenge the status quo. Being bold means taking calculated risks, speaking up, and having the morale courage to push for meaningful change, even when it's difficult. We believe in the power of student voice and action to shape a better university experience.

High Quality: We are committed to excellence in everything we do. From the services we deliver to the way we communicate; we aim to meet high standards and continuously improve and iterate. Quality is not about perfection, it's about consistency, care, and a drive to do better.

OUR STRATEGIC PLAN

In July 2025 we launched our new strategy: Foundations for the Future. Marking the beginning of a bold new chapter as we set out a clear and ambitious course through to 2030—one that will radically reshape who we are as an organisation, how we work, and the services we provide.

Grounded in months of listening. We've engaged with our staff team, collaborated with colleagues in the University, and reviewed hundreds of pages of insight and data reports. But most importantly of all, we've spoken with thousands of students and heard your hopes, your challenges, and your ideas. Our strategy sets out three key strategic priorities in which our delivery will focus on:

IMPROVING THE ACADEMIC EXPERIENCE

BUILDING CONNECTIONS AND COMMUNITIES

BACKING STUDENTS AT EVERY STEP

[See our strategic plan in full](#)



Student Trustee Role Description

COLLECTIVE RESPONSIBILITIES OF ALL TRUSTEES

As the Students' Union is an incorporated charity, trustees are also appointed as company directors.

1. To ensure that the Students' Union works to fulfil its charitable purpose, and that it act within its Articles of Association.
2. To ensure the Students' Union complies with charity law, company law, and other applicable legislation, regulatory requirements and seeks to adopt best practice.
3. To ensure the Students' Union is financially viable, balancing income and expenditure and considering the long-term resourcing needs of the Charity alongside requirements to support shorter-term projects.
4. To ensure that effective strategic planning is in place, that appropriate goals and targets are set, and effective processes for monitoring and evaluating performance are in place.
5. To ensure that effective governance policies and procedures are in place in relation to the Students' Union's activities.
6. To ensure that effective controls are in place to identify and manage risks.
7. To actively contribute to the work and decisions of the Trustee Board.
8. Supporting the staff team of the Charity through scrutiny and guidance of senior management, principally through the appraisal and direction of the Chief Executive Officer but also through putting in place appropriate training and development measures for staff.
9. To uphold and demonstrate the aims and values of the Students' Union and to protect its name and reputation.
10. To adhere to the Nolan Committee's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
11. Ensure robust safeguarding frameworks are in place at all times and that any safeguarding risks are identified and acted upon.

YOUR SKILLS

While Trustees are expected to take personal responsibility and contribute their knowledge and skills, the Board works together as a whole. Collectively, the Board needs to have the following skills.

- The ability to challenge the status quo, test perceived wisdom, and question decisions from authority.
- A good understanding of the issues impacting Higher Education, students, and students' unions.
- The ability to provide support, guidance, and mentorship to elected officers and student leaders, empowering them to develop as outstanding trustees and ensure that students are represented in board decisions.
- Able to provide empowering and supportive coaching, mentoring, and feedback to the CEO and Senior Leadership Team. A commitment to collective leadership and the ability to make informed decisions.
- Sound judgment, and the ability to think strategically and handle competing priorities.
- Able to work and communicate effectively as a high-performing team, and collaborate with people outside the trustee group.
- An ability to be a 'critical friend' to the charity, scrutinising its policies, procedures, and frameworks where appropriate and ensuring any issues, concerns, and risks are Identified and addressed.
- Knowledge and understanding of, and a commitment to, good charity governance, excellent financial management, effective people and culture practices, safeguarding, equality, diversity and inclusion, and sustainability.

PERSONAL VALUES

- A commitment to RSU's values, mission, and charitable purpose.
- Enthusiasm for student wellbeing, student empowerment, and a desire to contribute to improving the student experience.
- Willing to take an active role in the leadership of RSU including contributing to board meetings, engaging in committees, and participating in forums and working groups.
- A passion for education and learning, including a commitment to their own personal and professional development - keen to enhance their own skills, engage in development opportunities, and share knowledge and learning with others.
- A strong sense of integrity and ability to communicate with transparency, owning the decisions they make and willing to explain them to the beneficiaries of the Charity.
- A commitment to the collective decision-making principles of the Board and accepting the decisions of that body.
- A dedication to championing equity, diversity, and inclusion through the work of the SU and in all board decisions.

ADDITIONAL INFORMATION:

You will receive a thorough induction and support from the Chair, Board Secretary & Chief Executive Officer.

Your development will be guided by regular skill reviews and you will receive training based on your needs.

You will be reimbursed for reasonable travel expenses.

TIME COMMITMENT

RSU holds four-six full Board meetings per year in London. Each meeting lasts around three hours and we also suggest that Trustees set aside some reading time before each Board meeting.

There may also be specific occasions that Trustees are invited to attend, for example staff conferences, away days and events.

[ROEHAMPTONSTUDENT.COM/TRUSTEE RECRUITMENT](https://roehamptonstudent.com/trustee-recruitment)

