



# STUDENT TRUSTEE RECRUITMENT PACK



# Welcome from the Students' Union President

Thank you for your interest in becoming a Student Trustee at Roehampton Students' Union. It genuinely means a lot that you're considering it.

RSU is the representative voice of students at the University of Roehampton. We're part of a diverse, vibrant, and supportive community, and everything we do is built around our mission to make student life better at Roehampton.

Politically, the Union is led by students through our Sabbatical Officers. Our Chief Executive, under the direction of the Board of Trustees, oversees day-to-day management. The Board is where strategy is set, decisions are scrutinised, and the organisation is held accountable.

We're on an exciting journey to grow our impact and we want students at the heart of it. As a Student Trustee, you won't just observe, you'll shape decisions that affect thousands of your fellow students. It's a real role, with real responsibility, and we think it's one of the most distinctive things you can do during your time at Roehampton.

We're looking for two students to join us. You don't need to have done anything like this before. You just need to care about students, be willing to engage, and bring yourself to the table.

We hope you'll apply.

**Joshua Kayode**

Students' Union President

## What You'll Gain

Becoming a Student Trustee isn't just about giving something back, though it is absolutely that too. It's also one of the most genuinely distinctive things you can do during your time at university, and the experience will stay with you long after you graduate.

As a trustee of an incorporated charity, you will also be formally appointed as a Company Director which is a legal role that carries real responsibility and real recognition.

Very few people at any stage of their career can say they held this position as a student.

Over the course of your term, you'll develop skills that employers across every sector value: strategic thinking, financial oversight, governance, and the ability to make collective decisions under scrutiny.

You'll do this not in a classroom, but in a real boardroom, on real issues affecting thousands of students.

Specifically, you can expect to:

- Build board-level leadership experience that is rare at any career stage, let alone as a student.
- Develop confidence in challenging, questioning, and contributing to high-level decisions.
- Grow your professional network through relationships with senior leaders, lay trustees, and the University.

- Receive a formal reference from RSU's Chief Executive on completion of your term.
- Access tailored trustee training and development support throughout your time on the Board.

Whether you're heading into the charity sector, business, public service, or anywhere else, this experience will set you apart.

## How to Apply

To apply, please complete our online application form. As part of your application you'll need to submit a recent CV and a cover letter of no more than two pages.

In your cover letter, please cover three things:

- Why you'd like to join RSU as a trustee.
- How your personal values align with ours.
- What knowledge, experience, or perspective you'd bring to our Board.

When writing your cover letter, refer to the Student Trustee Role Description on pages 9-10 of this pack

You don't need to address every point just help us understand what you'd contribute and why this matters to you.

We also recommend you read our Strategic Plan which is available on our website.

## Key Dates

Applications close: 9am Monday 1 June.  
Shortlisting: Week commencing 8 June  
(you'll hear by Friday 12 June if selected).  
Interviews: Week commencing 15 June.

We'll let you know what to expect from the interview when we contact you about shortlisting including question themes.

## Eligibility

To apply, you need to be a registered student at the University of Roehampton for the 2025/26 academic year through to 30 June 2027. You'll also need to meet the Charity Commission's [standard eligibility criteria](#) for trustees.

In terms of time, you'll need to commit to one induction day and at least four Board of Trustee meetings across the academic year. Each meeting lasts around two to three hours and takes place at our Roehampton campus. We'll also ask you to read the papers ahead of each meeting which will usually take a couple of hours.

Successful candidates will be asked to agree to RSU's Trustee Code of Conduct, which we'll share with you before you accept the role.

We'd recommend reading the Charity Commission's guide, [The Essential Trustee:](#)

[What you need to know, what you need to do](#), before applying. It's a short, accessible read and a helpful introduction to what the role involves.

### A Note for International Students

If you're an international student at Roehampton, we'd genuinely love to hear from you.

You don't need any prior knowledge of UK charity law, governance, or how students' unions work to apply. Everything you need to know will be covered in your induction, and we'll support you throughout. What matters is that you're a registered student, and that you care about improving the experience of students at Roehampton.

If English is not your first language, please don't let that put you off. We're looking for people who can think carefully, engage thoughtfully, and contribute their perspective, not people who communicate in any particular style.

If you have any questions about eligibility or what the role would involve for you specifically, please get in touch with Michael or Joshua before you apply (contact details on the next page).

## Diversifying Our Board

We want every student at Roehampton

to feel they can celebrate who they are, shape their university experience, and feel connected to a community. To do that well, we need our Board to genuinely reflect the diversity of our student body: in background, identity, experience, and perspective.

The [ACEVO and Voice for Change Home Truths report](#) (2020) highlighted a significant and persistent lack of representation of Black and Asian individuals in senior roles across the charity sector, including as trustees. We take that seriously, and we're actively working to do better.

We particularly welcome applications from Black and Asian students, those who identify as women or non-binary, disabled students, and students from any background who feel underrepresented in leadership spaces.

We're committed to making our recruitment process as accessible and inclusive as possible. If you need any adjustments to apply or to participate in an interview, just let us know and we'll do whatever we can to help.

## Key Information

**Position:** Student Trustee (three positions available)

**Number of vacancies:** We are recruiting for up to three positions. Two vacancies

exists under RSU's current Articles of Association. A third vacancy will be created if proposed amendments to the Articles are adopted at a General Meeting in May 2026.

**Term:** 1 July 2026 until 30 June 2027 (one year term which can be extended to two years where an individual remains a student at the University). The first two appointees will formally join the Board on 1 July 2026. If three positions are filled, the third appointment will formally take effect from 1 August 2026.

**Hours of Work:** Four to Six Board of Trustee meetings throughout the academic year (between two and three hours each), plus reading time.

**Contract:** Voluntary, unpaid. Reasonable travel expenses reimbursed.

**Location:** Roehampton SU, London.

## Questions?

If you're not sure whether this is right for you, or whether you're eligible, please just get in touch. We're happy to have an informal conversation before you apply.

### Michael Bailey

Chief Executive

[michael.bailey@roehampton.ac.uk](mailto:michael.bailey@roehampton.ac.uk)

# About Roehampton Students' Union

RSU is the students' union for the University of Roehampton. We're an independent charity, and our whole reason for existing is to make student life better.

We're a small but ambitious organisation. In 2025 we launched our new five-year strategy, Foundations for the Future, which sets out a bold course through to 2030.

As a Student Trustee, you'll be one of the people responsible for overseeing its delivery.

## Our Mission

To make student life better at Roehampton.

## Our Values

**Student Focused:** Everything we do is in service of making student life better. This is our number one value and guides every decision we make.

**Transparent:** We are open and honest, fostering trust and ensuring everyone feels informed and involved in our decisions.

**Supportive:** We champion equity,

diversity, and inclusion and believe RSU is a place where everyone can thrive.

**Bold:** We are ambitious for our students and unafraid to challenge the status quo. We believe in the power of student voice to shape a better university experience.

**High Quality:** We are committed to excellence in everything we do.

## Our Strategic Priorities

Our strategy, Foundations for the Future, is built around three things students told us matter most:

**Improving the academic experience:** Acting as the bridge between students and the University, empowering students to shape their education and ensuring their voices are heard at every level.

**Building connections and communities:** Ensuring no student feels alone at Roehampton. Through events, societies, and support that help students settle in, make friends, and feel part of something bigger.

**Backing students at every step:**

Empowering students to campaign on the issues that matter to them, build skills for life beyond university, and access high-quality advice when they need it.

These priorities are underpinned by four enabling themes: effective communication, strong governance and sustainable practices, people and culture, and systems and data.

# How We're Run

## Our Board of Trustees

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:

- **Sabbatical Officers** – 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.

The Board works as a collective. We're not looking for individuals to operate independently, we want to build a high-performing team.

## Finance and Funding

RSU's total income in 2024–25 was £959,707. The University of Roehampton remained our principal funder, providing

a block grant of £710,000, around 74% of total income. For 2025–26 this has been confirmed at £750,000. The remainder of our income comes from commercial activity, including our café, events programme, and student group memberships. Every penny is reinvested into the services we provide for students. RSU ended 2024–25 with a surplus of £76,175, continuing a period of financial recovery. Our latest accounts and trustees' annual report are available on the Charity Commission website.

## Our People

We have around 11,500 student members. We employ 16 members of career staff alongside a team of casual student staff. In 2024–25, student employment kept £74,879 within our membership while supporting skills development. We also work with hundreds of volunteers. The Chief Executive is supported by a management team who lead day-to-day operations and ensure our strategic plan is delivered.

## Elected Officers

Our Sabbatical Officers are elected each year by students to represent their academic, social, and wellbeing interests. You can find out more about our current team on the RSU website.

# Student Trustee Role Description

Student Trustees hold exactly the same legal responsibilities as all other members of the RSU Board including being formally appointed as Company Directors of the charity. But they bring something to the Board that no other trustee can: the current, lived experience of being a student at Roehampton.

Your role is not a passive one. We're looking for an active, engaged, and independent trustee who happens to have a perspective that is uniquely valuable at board level.

## Collective Responsibilities of All Trustees

1. Help ensure RSU works to fulfil its charitable purpose and acts within its Articles of Association.
2. Support RSU's compliance with charity law, company law, and other applicable legislation and regulation.
3. Contribute to ensuring RSU is financially sustainable, with appropriate oversight of income, expenditure, and long-term resourcing.
4. Support effective strategic planning and engage with processes for monitoring and evaluating RSU's performance against its goals.
5. Help ensure that effective governance policies and procedures are in place across RSU's activities.
6. Contribute to identifying and managing risks to the organisation.
7. Actively participate in the work and decisions of the Board.
8. Support a culture of scrutiny and accountability in relation to RSU's senior leadership, including the Chief Executive.
9. Uphold and demonstrate RSU's values and protect the reputation of the organisation.
10. Adhere to the Nolan Committee's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
11. Help ensure robust safeguarding frameworks are in place and that any safeguarding risks are identified and acted upon.

## Your Specific Contribution as a Student Trustee

In addition to the shared responsibilities above, Student Trustees play a particular role in:

- Bringing an authentic and current student perspective to board discussions, helping trustees understand the real impact of decisions on the student body.

- Ensuring that students from a range of backgrounds, including postgraduate, international, mature, and part-time students, are considered in board deliberations.
- Acting as a bridge between the student community and the Board, while maintaining your independence as a trustee.
- Contributing to RSU's commitment to student-led governance at the highest level of the organisation.

You do not need prior experience of board governance to apply. We will provide a full induction, ongoing training, and support throughout your term to help you fulfil this role with confidence.

## What We're Looking For

We don't expect you to arrive with all of this and many of these skills are things you'll develop during your time on the Board. But here's a sense of the qualities we're looking for across the trustee team as a whole, and in you specifically.

### Skills and Qualities

- The ability to think strategically, ask good questions, and challenge assumptions constructively.
- Willingness to engage with financial information and organisational performance data.
- Sound judgment and the ability to weigh competing priorities.
- Confidence to contribute to group discussion and collective decision-making.
- The ability to work as part of a team and collaborate with a wide range of people.
- An understanding of, or genuine curiosity about, the issues affecting students and higher education.
- A commitment to good governance, safeguarding, and equality, diversity and inclusion.

### Personal Values

- A commitment to RSU's values, mission, and charitable purpose.
- Enthusiasm for student wellbeing, student empowerment, and improving the student experience.
- Willingness to take an active role in the leadership of RSU, including board meetings, committees, and working groups.
- A passion for learning and personal development, including your own.
- A strong sense of integrity and a willingness to be transparent and accountable.
- A commitment to the collective decision-making principles of the Board.
- A dedication to championing equity, diversity, and inclusion in all board decisions.

# Support and Development

We take trustee development seriously. This isn't a role where you'll be thrown in at the deep end.

- You'll receive a thorough induction from the Chair, and Chief Executive before your first Board meeting.
- Your development will be guided by regular skills reviews, and you'll receive training tailored to your needs.
- You'll have ongoing support from the Chair and Chief Executive throughout your term.
- Reasonable travel expenses will be reimbursed.
- On completion of your term, you'll receive a formal reference from RSU's Chief Executive.

## Time Commitment

We want to be transparent about what the role involves so you can make an informed decision about applying.

- RSU holds four to six full Board meetings per year, each lasting around two to three hours. These take place on our Roehampton campus.
- We ask trustees to read the Board papers ahead of each meeting, usually around two hours of reading time.
- There may be occasional additional invitations to attend staff events, away days, or working groups, these are optional but valuable.



**RSU** *roehampton  
students'  
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