

# THREE amazing opportunities

## Student Trustee Application Pack 2026 – 2027

# Welcome from the Chief Executive

Dear Prospective Candidate

Thank you for your interest in becoming a Trustee at Bath Spa Students' Union.

The chance to become a Student Trustee at the Students' Union is an exciting and unique opportunity to use your skills and knowledge to make a positive difference to the lives of students at the University.

We want to ensure that our Trustee Board reflects the diversity of our students, including both **Undergraduate and Postgraduate students**, embraces a diversity of thought and experience and is culturally aware. As such we particularly welcome applicants from diverse backgrounds and are keen to support every member of our team to be to achieve their full potential here at the Union.

There are **three student Trustee roles available**:

## **YOU SHOULD APPLY FOR THIS ROLE IF YOU:**

- Want to ensure students are at the heart of every decision the Union takes
- Want to ensure that the Union is well run and manages its resources effectively
- Want to take active role to ensure that the experiences of all Bath Spa students are the best they can be

If you would like an informal discussion or more information, please get in touch with Ryan Lucas – Head of Representation and Partnerships via [r.lucas@bathspa.ac.uk](mailto:r.lucas@bathspa.ac.uk)

We look forward to hearing from you!

Sarah Dawes (Chief Executive)





## About us

Bath Spa University Students' Union has been around since mid-1960s and is a registered charity with around 31,000 members. The Students' Union in line with the Bath Spa University Strategy 2035 wants to support the ambition of being recognised as a distinctive, sustainable national university, proudly rooted in the Southwest.

We support those members by providing support and advice to students, representing their interests and amplifying their concerns, and providing support for a range of extracurricular opportunities.

Our core values are:

- Students are at the **heart** of everything we do.
- We value **diversity**, actively listen to and support under-represented groups.
- We are **creative, fun and responsive** to the changing needs of students.
- We take pride in delivering **high quality** services, opportunities and value for money.
- Trust, sustainability and **democratic** accountability are at the heart of how we work.

In the National Student survey results we have consistently scored above the national benchmark for Students' Unions, and we hold a number of accreditations and awards.



# What will you gain from being a Trustee?

This is a unique opportunity to gain valuable experience in leading a business. You may wish to gain practical skills to enhance your career goals or gain more experience to help you establish your own business after University.

Being a trustee is a voluntary role, which will add significant experience to your CV – we are looking for the following skills:

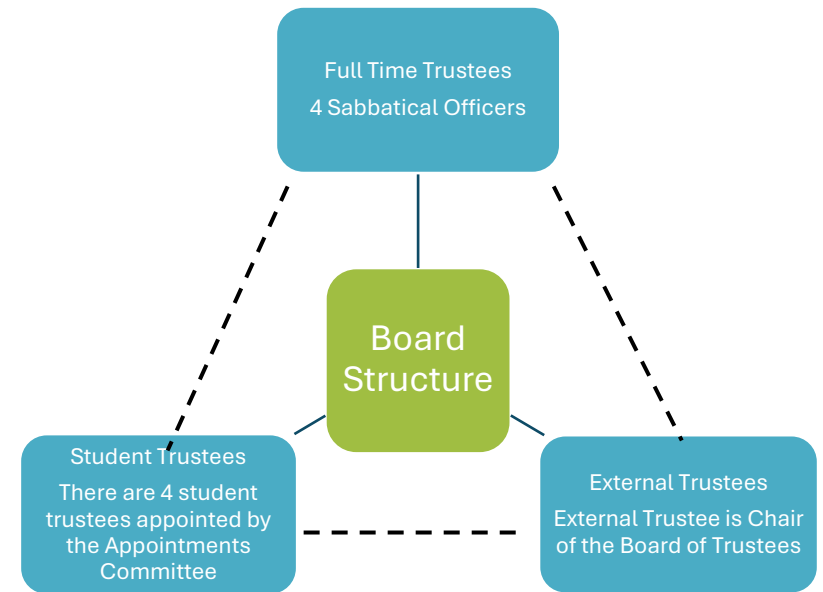
- leadership and management skills
- working in the charity sector
- strategic management experience
- networking opportunities
- mentoring from experienced professionals

Collectively the twelve Trustees who make up our Board work together to share their experience, listen to the views of students and each other, to take decisions in the best interest of students and to make sure that the Union is the best it can be.

You don't need to have previous management or charity experience. You don't even need to have to know much about the Students' Union! What you do need is to welcome the opportunity to be a part of a diverse group of fellow Trustees, who are all seeking to transform the experience and opportunities for Bath Spa students.

The diversity of our Board is its key strength. So it doesn't matter what your background is, what matters is your commitment to our shared values and a wish to work with and learn from others. We firmly believe that our team should include a variety of experience, personalities, skills and outlooks to enable us to truly represent the cultural diversity of Bath Spa students.

## Could you be a part of making sure the Union delivers on these commitments?



# Our Priorities

We know University life is ever changing and as a student union we recognise this and change to best support our students. We are currently working on our next Strategic Plan 2026 – 30 to ensure that we are constantly evolving and always keeping students at the heart of everything we do. We also want to ensure that students understand the role of the Students' Union and how it can enhance their student experience, including available services and support.

## Key Priorities - 2023 - 26

### Our themes

Building community and a sense of belonging

Removing the barriers to participation

Supporting students to thrive

### Our vision

**EVERY STUDENT** will feel part of a community of learners and confident to succeed

**EVERY STUDENT** will be able to take part in the activities and opportunities they want to, and no-one should feel cost is a barrier

**EVERY STUDENT** should be able to find the support they need, when they want it and be empowered to make change

### How will we achieve this?

- Introduce a range of school base forums
- Support ALL students to make friends and discover networks

- Remove the barriers to participation
- Create new, welcoming on campus facilities
- Invest in communications, research and insight

- Run an annual calendar of campaigns
- Review our Advice Service



# Trustee Responsibilities

Student Trustee appointments will run from 1<sup>st</sup> July 2026 until 30<sup>th</sup> June 2027.

As a Trustee you are expected to attend and contribute to approximately 4 Board of Trustee meetings and 4 sub-committee meetings each year.



The Trustees are responsible for ensuring that the Union is running well and is doing what it was set up to do.

This includes:

- Being an ambassador for the Students' Union, safeguarding its good name and values
- Developing and delivering the Union's strategic plan, policies and procedures
- Ensuring the Union uses its money and resources sensibly and only in pursuit of its charitable aims
- Ensuring that the Union complies with its legal responsibilities and regulatory requirements, including charity law and other relevant legislation and regulations
- Ensuring that the Union acts in accordance with its governing document (The Union Constitution)
- Making sure that the Union keeps proper accounts and records
- Monitoring the performance of the Union
- Protecting the Union's assets, taking care over their security and usage
- Work closely with the other Trustees and Chief Executive to support the effective management of the Union
- Student Trustees are full members of the Union's Board of Trustees and also appointed to either the Audit and Risk or the Finance & Resources Committee.

# Trustees Code of Conduct

Our Trustees Code of Conduct has been developed to ensure that everyone can be confident that these values run through the organisation and uphold the [Nolan Principles of Standards in Public Life](#).

The Code:

All trustees must:

- **Act within the Students' Union's Constitution and the law** – taking advice where required and being familiar with the Constitution. The Union's Constitution and the supporting By-laws can be found at <https://bathspasu.co.uk/your-union/governance>
- **Act within the best interests of the organisation as a whole** – considering what is best for the Students' Union and avoiding bringing it into disrepute. Trustees should be ambassadors for the Students' Union, safeguarding its good name and representing the Students' Union as required.
- **Manage conflicts of interest effectively** – registering and resolving any potential conflicts of interest
- **Respect confidentiality** – understanding that sometimes the Board is required to deal with information where the utmost confidentiality is required. Trustees must always ensure confidential information is not discussed or shared outside of Board meetings.

- **Ensure they have a sound, up to date knowledge of the Students' Union** – Be aware of the issues affecting students, the wider Students' Union movement and Higher Education.
- **Attend meetings and other appointments or give apologies** – trustees should engage in discussions and decision making. A trustee who does not attend three consecutive meetings without giving apologies or demonstrating mitigating circumstances may be removed from office.
- **Ensure they are fully prepared for meetings** – taking time to read papers, query areas they are unsure or concerned about and think about issues before meetings.
- **Actively engage in respectful discussion, debate and voting in meetings** – contributing positively, challenging sensitively, avoiding conflict and listening carefully
- **Act jointly and accept a majority decision** – make decisions collectively and standing by them and not acting individually in a manner that contradicts a decision or view of the Board
- **Work considerably and respectfully with all** – respecting diversity, different roles and boundaries, and avoid giving offence



## Further Information



### Training & support

Any student appointed as a Trustee at the Union will receive training to assist them in their role and support from the staff team throughout their time in office.

This can include:

- In-house, regional and online training on being a Trustee
- Conferences and ad hoc events
- One to one or group meetings

Initial induction training happens in late June, where you get to meet the other trustees and learn about the basic requirements of the role before you take office in July. This is followed up by further training about the work of the Board and its Committees in September, before the first meetings happen in October.

### Involvement

It is expected that you will take an active interest in the Students' Union, occasionally attend social or work events and undertake the necessary reading and preparation for the meetings.

### Eligibility

Student Trustees are appointed annually. They must be a student at the time of their appointment and continue to be a student during their term of office. Student Trustees serve a term of office of one year and may serve a maximum of two consecutive terms.

Student Trustees will be required to sign a declaration to confirm they are eligible to act as a Trustee of the Union. As part of the recruitment process candidates should be aware that checks will be carried out to ensure they are not barred from holding such office.

### Payment of Expenses

All Trustee roles are unpaid.

However, you are entitled to receive payment for out of pocket expenses. Expense claims must be supported by bills or receipts. These could include:

- Travel expenses to and from Board or Committee meetings.
- Reasonable costs of overnight accommodation and/or subsistence while attending committee meetings (or other), should this be required.
- Cost of additional support required for a committee member with a disability.



## How to apply

If you are interested in becoming a Student Trustee please send a copy of your CV along with a covering letter which addresses the following points:

- Why you are interested in the role
- Any relevant skills, experience and attributes you could bring to the role

Please forward your application to:

Sarah Dawes, Chief Executive, Bath Spa University Students' Union, Newton Park Campus, Bath BA2 9BN or via email to: [su-recruitment@bathspa.ac.uk](mailto:su-recruitment@bathspa.ac.uk)

If you would like to arrange an informal conversation about the role, please contact Ryan Lucas (Head of Representation and Partnerships) via [r.lucas@bathspa.ac.uk](mailto:r.lucas@bathspa.ac.uk).

**Closing date for applications is 12 noon on Friday 1<sup>st</sup> May 2026.**

We will be holding online selection interviews on Wednesday 6<sup>th</sup> May.

Applications will then be considered by our Appointments Committee who will recommend their preferred candidates.

Once appointed we will organise training to support you to successfully take up your appointment.

We look forward to hearing from you!

