STUDENT TRUSTEE

FOR SU BOARD OF TRUSTEES

JOB DESCRIPTION & PERSON SPECIFICATION

University of Suffolk Students' Union

ABOUT THE STUDENTS' UNION

The University of Suffolk Students' Union is a charity and membership organisation which represents and supports over 14,000 students studying at our Ipswich campus and across the UK and overseas.

We are student-led and provide a range of services and opportunities to students including representation, advice, events, sports, social activities, and training. In July 2026 we launched our first Impact Report and a 3 year strategy - both of these can be found on our website. In 2027, a new Student Hub is due to open on the Ipswich Campus, providing extended social spaces for students to use.

The Students' Union is led by our two elected student Presidents and is overseen by our Board of Trustees, with day-to-day operations and strategic management delegated to the Chief Executive.

HOW TO APPLY

If you're interested in applying for the role, please email your CV and a supporting statement of no more than 500 words to Lindsay Westgarth, Head of Engagement: **l.westgarth@uos.ac.uk**.

The supporting statement should answer these questions:

1. What motivated you to apply for the role of a student trustee at University of Suffolk Students' Union?
2. What do you feel you could bring to the board in terms of experience or skills?

CLOSING DATE

The deadline for applications is 12:00 (midday) Thursday 19 November 2026. Interviews will take place online on Thursday 26 November, and further details will be sent to those invited to interview once the application deadline has passed.

QUESTIONS?

If you have any questions about the position, please get in touch with Lindsay Westgarth, Head of Engagement by emailing **l.westgarth@uos.ac.uk**

Position title	**Student Trustee**
Department	**Board of Trustees**
Reports to	**Chair of the Board / Chief Executive Officer**
Term length	**Up to 2 years commencing from January 2027 (as long as a current student)**
Time commitment	**Approximately 4–6 Board meetings per year, plus training, preparation time and occasional subcommittees**
Paid or voluntary role	**Voluntary**
Who can apply?	**You need to be a full University of Suffolk student (not a student at a partner institution) and ideally a 1st or 2nd year student.**

ABOUT THE ROLE

As a Student Trustee at the University of Suffolk Students' Union (UoSSU), you'll help steer the long-term and strategic direction of the Union, making sure it stays student-led, sustainable, and impactful.

You'll work alongside other student, external, and officer trustees as part of the Board of Trustees – the Union's highest decision-making body.

The Board is responsible for overseeing the charity's finances, legal compliance, and long-term goals. Your voice as a current student is essential in ensuring the Union truly reflects and works in the best interests of Suffolk students.

This is a fantastic opportunity to develop leadership experience, get involved in high-level decision-making, and influence positive change for your peers.

You'll be a full member of the Board, with equal say in decision-making and governance, and your insights as a current student are essential in ensuring the Union remains student-led.

The Board of Trustees meets 4-6 times per year, some of which take place online and some in person on the Ipswich Campus.

SUPPORT AND TRAINING

All student trustees will receive training regarding the role of a trustee on a Board of Trustees for a charity.

Support will be provided throughout time in role by the Chair of the Board of Trustees, and other external trustees and the Chief Executive Officer where appropriate.

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KEY RESPONSIBILITIES

1. Attend and actively contribute to all Board of Trustee meetings.
2. Ensure the Union is meeting its charitable objectives and acting in the best interests of its members.
3. Scrutinise the Union's finances, risk register and strategic plans.
4. Bring a student voice to the Board, highlighting real student experiences and needs.
5. Work collaboratively with other trustees and senior SU staff to the help the Union thrive.

WHAT YOU'LL GAIN

1. Experience of governance and charity boards - great for your CV!
2. Insight into strategic leadership and high-level decision making.
3. Skills in strategic thinking, networking and financial understanding.
4. Confidence in speaking in formal meetings and working alongside professionals from elsewhere in industry.
5. A chance to shape the future of the Students' Union and student experience here at Suffolk.

QUESTIONS?

If you have any questions about the position, please get in touch with Lindsay Westgarth, Head of Engagement, by emailing **Lwestgarth@uos.ac.uk**

PERSON SPECIFICATION

ESSENTIAL

1. Must be a current student at the institution (undergraduate or postgraduate). You can no longer be a student trustee once graduated.
2. Willingness to commit time to training for the role, preparation for meeting, reading papers and attending meetings.
3. Strong communication and teamwork skills.
4. Willingness to learn about charity governance and responsibilities.
5. Ability to think critically and ask questions from a student point of view regarding the business of the Board of Trustees.

DESIRABLE

1. Awareness of the work of University of Suffolk Students' Union.
2. Interest in charity work and compliance, governance or leadership.

IMPORTANT NOTE

By applying for this role, you declare that you are willing to act as a trustee of University of Suffolk Students' Union, and that you are not prevented from acting as a trustee because you:

- have an unspent conviction for one or more of the offences listed on: **www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions**
- have an IVA, debt relief order and/or a bankruptcy order
- have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- have been removed from being in the management or control of any body in Scotland (under relevant legislation)
- have been disqualified by the Charity Commission
- are a disqualified company director
- are a designated person for the purposes of antiterrorism legislation
- are on the sex offenders register
- have been found in contempt of court for making (or causing to be made) a false statement
- have been found guilty of disobedience to an order or direction of the Charity Commission