



Student Trustee Recruitment Pack 2025

*All information correct March 25



When **you** want
to be a part of
our journey.



Welcome from the Chair

Thank you for your interest in the role of Student Trustee at Sunderland Students' Union. The University of Sunderland Students' Union's vision is to provide students with opportunities to grow, develop and achieve, throughout their life.

We are well underway with our 2022-2025 Strategic Plan and focus to increase to visibility across our campuses and online. The way we interact with our students is fundamental, after all everything we do is for our students. We are seeking to appoint a Student Trustee with passion and enthusiasm to help us develop the organisation.

Your views as a current student are essential to ensuring that the voices of students are heard at a strategic level. As a Trustee you would be expected to ensure that we continue to challenge how we deliver the best student experience for our students. To ensure that collectively we continue to challenge how we deliver the best student experience for our students, we need to know what our students want to enable us to ensure students are integral to everything we do.

The University student population is diverse; however this is not the case within the Students' Union; we are an inclusive environment and welcome applications from candidates under-represented groups including the BAME and LGBTQI+ communities. If you truly want to support us to improve student experience for students at the University of Sunderland, please get in touch.

If you have any further enquiries or would like an informal conversation about the Students' Union or the role please contact myself, the Chair of the Board, or Kayleigh Tague, External Trustee at centralservices@sunderland.ac.uk

Prince Ikechi

Chair of the Board of Trustees, 2024-25



About us

Sunderland Students' Union is an education charity, dedicated to making the University experience of our members valuable for life.

- **Our Mission**

Shaping students lives for the future.

- **Our Vision**

To reflect and act upon the priorities and aspirations of our students in all our decisions and actions. We believe our students are the best and we want to enable **your** success.

- **Our Principles**

Passionate, Integrity, Empowering, Success and Inclusive

PASSIONATE INTEGRITY
EMPOWERING SUCCESS
INCLUSIVE PASSIONATE
INTEGRITY EMPOWERING
SUCCESS INCLUSIVE
PASSIONATE INTEGRITY
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INTEGRITY EMPOWERING
SUCCESS INCLUSIVE
PASSIONATE INTEGRITY
EMPOWERING SUCCESS
INCLUSIVE PASSIONATE



Strategic Plan

Every student registered on a course with the University of Sunderland is a member and we represent students' interests in all areas of their University experience.

Priorities

- Increasing SU visibility and engagement, more students caring about what we do, transforming our visibility across each campus and online.
- Deliver specific programmes of support for key student groups and their experience as students of the University of Sunderland.
- Understanding the next generations desires and needs and adapting to ensure the SU is relevant and fit for purpose for future students.
- Begin a **realistic** financial plan for resilience.
- Staff team transformation to build a stable base for the Students' Union.
- Ongoing development on graduate outcomes, developing relationships with key stakeholders to support with opportunities such as volunteering, employability, and leadership skills.





Finance & Funding

The Students' Union operates as a standalone organisation, with its own independent financial status and is funded by the University through a block grant of £1.244m.

This is supplemented by self-generated income through event tickets, media sales and student group memberships, which takes our total revenue to £1.3m. This enables us to deliver student facing activities and services.





What we do: Our elected leaders

Every year, members elect a new team of students to be the SU Executive Team – to lead the SU, work on campaigns they're passionate about, and to represent students' interests at the highest level in the University.

The Exec Team is made up of 4 full-time paid Executive Officers (students who have either taken a year-out of their studies or have just graduated) and 6 part-time volunteer, Non-Executive Officers (students who carry out their duties alongside their studies).

Our 2024-2025 Full-time Elected Officers are:



Prince Ikechi

The role of the President Activities is to be the lead officer for students on creating opportunities for non-academic development. They will ensure students get the best experience in areas including employability, community building, volunteering and provision of facilities. They will campaign to improve non-academic development opportunities at Sunderland and be the lead officer on all student led activities.

Oludolapo (Dola) Dada

The role of President Education is to be the lead officer for students on educational policy development. They ensure students get the highest academic quality in areas including teaching, feedback and assessment and timetabling.

They will campaign to improve education issues in the University and be the lead officer on all academic projects.



Babatunde Jimoh

President Wellbeing is the lead role that deals with welfare and safety policy development, ensuring that each student has the best experience with regards to mental health, equality and diversity, and accommodation. They will campaign to improve wellbeing accessibility, sense of belonging within and outside the University environment and be the lead officer on student wellbeing.



Vacant

The President London ensures that voices of students in London are heard and represented. Alongside support from Presidents in Sunderland, they are the main point of contact for London based students on educational, welfare and safety issues as well as communicating and acting on students' views and interests.





Joseph Sotimirin

The Chair of Union Council helps students to make decisions about their life at University by chairing the Union's Union Council meetings. This role has additional responsibility in that the Chair of Union Council represents students on two of the committees which sit under the students' union Board of Trustees - Governance Committee and Disciplinary Committee.

Vacant

The LGBTQ+ Officer works to represent and support all members of the LGBTQ+ Community within Sunderland University. They usually help deliver the student contribution to local Pride Festivals, LGBTQ+ History Month, and attend and represent the SU at NUS Liberation Conference.



Our 2024-2025 Part-Time Elected Officers are:

Elena Cirillo

The role of the Equality & Diversity Officer is to work with the SU to break down barriers to participation and success for Sunderland students, especially those who may be from underrepresented backgrounds. They are at the forefront of our equality and diversity activities within the union as well as undertaking work to embed these values in the student experience.



Hamza Malik

The London Campus Officer works with the President: London to ensure that the views of the University of Sunderland in London students are represented. They'll also work with the Students' Union staff team to develop events and activities specifically for our London based students as well as working to make sure London based students are included in the Union's representation work and have access to Union services.



Ade Adeoye

The International Officer ensures that the Sunderland Students' Union and the University of Sunderland are always striving to include international students in their work. They spend time working with international students to make sure that their Students' Union and University are always mindful of their ambitions while at University. They also usually lead our campaign work for international students.

Ashley Liddle

The Mature and Postgraduate Officer is responsible for making sure our mature and postgraduate students are considered in everything we work on. They'll also usually make sure that we play an active part in NUS Mature Students' Campaign and Postgraduate Students' Campaign.





What we do: Our Services

Your Students' Union provides student-facing services, via our Student Engagement Team, Student Communities Team and support services, including Finance, Operations and HR.





Student Opportunities

Events

The Students' Union runs a broad events programme to help students connect, have fun and create vibrant memories on campus and beyond. Whether students attend our diverse range of cultural celebrations throughout the year, hang out at our regular activities such as the popular Pizza, Games & VR Nights, or join a monthly coach trip to explore exciting destinations across the U.K... there are plenty of events with Your SU for students to get involved with to make the most of their time at university.

Societies

The Students' Union runs over 56 societies offering a wide variety of opportunities for students to join and build communities of like-minded people, make friends that last a lifetime, and take part in fun and enriching activities.

Our list of societies is constantly growing to ensure there really is something for everyone. If there isn't something that takes your fancy you can even start your own.

Volunteering

Our team also helps students to make a difference in the community - whether that's in the city or in the University. We link up with lots of external organisations to create volunteering opportunities for our students to get involved in. We've made up memory boxes with 4 Louis, packed emergency food parcels with Sunderland Foodbank, cleaned beaches and more.

Wellbeing

The Student Opportunities team works hard to help students meet, mix and feel happy and confident during their time at university.

Our SU Buddies scheme helps students to transition to university life more easily, helping them to feel welcomed and make connections from the moment they arrive.

We also work with external organisations to provide useful training sessions for students to help them develop important knowledge and skills such as resilience, listening and communication skills and how to signpost appropriately.

Student Voice

Advice

We offer skilled, professional advice and guidance to students, helping them to represent their interests and access support. Our expertise includes a variety of issues from university policy and procedure, academic issues and signposting. Our free, impartial and confidential advice helps students to explore options, enabling them to make informed and considered decisions.

Democracy

Democracy is at the heart of the Students' Union decision making mechanisms. The staff work with elected Officers to develop policy and campaigns work in order to ensure that students can shape their University experience and the world around them. It is important that the SU offer high standards, participation and engagement in democratic structures such as elections, Union Council, referendums and members meeting and holding our elected Officers to account.

Representation

It is important that students have a formal channel of communication with the University so that they can influence decisions which will affect them.

The Students' Union play a vital part in making sure the student voice is heard at every level and oversee the representation structure by electing, training and providing support to hundreds of elected leaders and help them to represent students' interests, influence and communicate with the University to create change.

Representation is a major part of our work; recent campaigns led by the SU on behalf of students have led to changes such as reducing food waste on campus, the introduction of free sanitary products and the roll out of a lecture capture service.



Relationship with the University

The Students' Union's relationship with the University of Sunderland is continually improving.

The formal relationship is managed via the Memorandum of Understanding document which has been agreed by the Joint University and Union Leadership Meeting, a termly meeting chaired by the Vice Chancellor with attendance from the University Executive Team and the Presidents, CEO and management team of the Students' Union.

The Presidents also have regularly catch ups with the Vice Chancellor. We have a strong working relationship with the University, with the Pro Vice Chancellor for Learning and Teaching. The Director of Student Journey is the main contact between both the Union and the University.

One of the Presidents is also a member of the University's Board of Governors, alongside the Chair of Union Council, and the Presidents are all members of various university committees and groups.

The Students' Union and University have created an open, honest and supportive dialogue and understand the importance of working together to ensure that students get the best from their university experience.

Our Board of Trustees: Understanding your role and remit

Sunderland SU is governed by a Board of Trustees, who ensure that we are operating properly and in the best interest of Sunderland students.

There are 13 Trustees, in total, each Trustee will bring something different to the Board meetings.

The table below offers a brief summary of expectations from the Trustees:

Type of Trustee	How many?	Term of Office	Recruitment Method	What they bring to the board
Officer Trustee 25/26	2	One year – two if re-elected	Cross campus ballot – Trustee by virtue of this representative position	Elected mandate from students <ul style="list-style-type: none"> • <i>Understand the issues affecting the Union</i> • <i>Understand the University landscape</i>
Student Trustee	4	Two years	Appointed by trustees on recommendation of an Appointments Panel	Voice of current students Knowledge of issue affecting students
External Trustee	5	Four years, can serve a maximum of two terms		Experience and skills from wider world <ul style="list-style-type: none"> • <i>Potential specialist areas of knowledge (campaigning, charity or media law, accounting, social policy, etc.)</i> • <i>Possible previous Trustee experience</i>



The Role

What are we looking for?

We are looking to recruit a motivated individual to become our next Student Trustee. The experience of being a Student Trustee can enhance your CV as you are given the opportunity to collectively lead the direction of the Union with a total revenue of £1.3m (comprised of funding from the University through a block grant and self-generated income through event tickets, media sales and student group memberships).

You should be passionate and enthusiastic about making a real difference to the lives of students and willing to help take the Union to the next level of success. You will help manage the strategy and finances of the organisation and be willing to work collectively to ensure that we will be able to deliver positive change for its members year after year.

You need to be a current student for the academic year 25/26 to apply; no further experience is required and training will be provided.

Your role will be for two years, with the opportunity to extend this by another two-year term (as long as you continue to be a student for the duration of the role).

We expect there will be between seven to nine meetings a year, as well as one or more training/induction sessions. This will include Board meetings and any sub-committees to which you are appointed.

In a post Covid world, we have a much more flexible approach to holding meetings in person, but we will be aiming to hold at least two Board meetings a year in person on our Sunderland campus. We will of course reimburse any out of pocket expenses incurred.

Key responsibilities

The key responsibilities for the role are:

- To ensure that the Union complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the Union pursues its objects as defined in the Articles of Association
- To ensure the Union uses its resources exclusively in pursuance of its objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to the Union, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Union
- To ensure the effective and efficient administration of the Union
- To ensure the financial stability of the Union
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the CEO, as and when necessary, and monitor their performance

Additionally as a Trustee, you will be required to:

- Actively participate in the meetings
- Prepare for Board meetings by reading through materials and Board papers beforehand
- Keep in regular contact with the other Trustees and provide feedback and input on issues when they arise
- As an Officer Trustee or a Student Trustee, be mentored by an External Trustee; as an external Trustee, mentor an Officer Trustee and/or Student Trustee

Trustee eligibility

You will be required, by law, to declare that you are able to become a charity Trustee. Before submitting your expression of interest, please determine that you are not prevented from becoming a Trustee because you:

- Have an unspent conviction for one or more of the offences [listed here](#)
- 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 anti-terrorism 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



The Nolan Principles

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder.

These principles are:

Selflessness: Holders of public office should act solely in terms of the public interest

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

Honesty: Holders of public office should be truthful

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

What do others say about the role?

Shina Zdravcheva,
Former Student Trustee, outlines her experiences of the role.

Being a Student Trustee at the University of Sunderland Students' Union has been a great pleasure for me. I feel privileged to work alongside experts in different areas and senior managers from the Union enhanced my knowledge and have made me more confident in expressing my thoughts and views. Although the role is voluntary, it gives plenty of opportunities for developing new skills and improve the ones already present.

Oladimeji Prince Adepaju,
Former Officer Trustee, outlines his experiences of the role.

This is one of the highest-level groups in the organogram of University of Sunderland SU, putting on the act of trustee really give me a great opportunity to reshape my decision making skill, strategy, uplift my managerial skill and to know the gravity of trust and integrity.

This position gives me the opportunity to meet with other highly intelligent professional from different field, this has help me in adding values to this citadel of learning and putting on the act of trustee give me opportunity to have positive effect over 20,000 students. Also, personally, it helps me in building more strength in compliance and governance, and this makes me have more passion to always be on board.

As a Trustee, I am able to contribute to the success of the Union and therefore to ensure that students are heard and they will get the best possible experience in the University of Sunderland. Being a Trustee also gives me insights of how the organisation works, and the actual impact it has on students' lives, which is really huge, and at the same time I believe the experience I am getting from being a Trustee helps me not only to improve myself but I feel more prepared for what is coming in my professional development after University.

I recommend to anyone who has the opportunity to become a Trustee to do it, as is interesting position, enables you to work with different people, some of them experts in different areas, and is also very rewarding when you are able to see the positive outcome for students from the decisions you make!



Person specification

	Essential	Desirable	Method of assessment		
			A	I	P/T
Qualifications					
Current student	✓		✓		
Evidence of ongoing CPD		✓			
Skills, abilities, knowledge and expertise					
Understanding of the current issues affecting students	✓		✓	✓	
Excellent communication skills	✓		✓	✓	✓
Offer challenge to the SU management and other Trustees	✓		✓		
A commitment to the development of others; being supportive and enabling them to be empowered	✓		✓		✓
Ability to work effectively in a team as well as work independently	✓		✓		
Experience of the Students' Union movement		✓			
Experience of working at a board level and of governance		✓			
Values and behaviours					
Act with integrity; adhere to the Nolan principles	✓		✓		
A demonstrable commitment to our organisational values	✓		✓		
Be an ambassador of the Students' Union; a critical friend to both the SU and, indirectly, the University	✓		✓		
Be able to network on behalf of the Students' Union	✓		✓		
Contribute to Board meetings and value the opinions of others	✓		✓	✓	
Strong commitment to, and understanding of, the principles of equality, diversity and inclusion	✓		✓	✓	

Key:

A - Application form

I - Interview

P/T - Presentation/task



Board of Trustees Schedule of Business

		MAR	JUNE	OCT	DEC
	Category				
Minutes	Approve	x	x	x	x
Matters Arising	Discuss	x	x	x	x
Dates of Meetings	Approve		x		
Terms of Reference	Approve	x			
Governance					
Approval of Schedule of Business	Approve			x	
Final Meeting/Handover - Officer Trustees	For information		x		
Appointment of Roles: Chair of Board, University Board of Governors	Approve		x		
Representative: Chair of Exec Committee, Sub Committee of BoT	Approve		x		
Strategic Risk Action Plan	Approve		x		
Annual Away Day Plans/Agenda	Approve		x		
Trustee Register	Approve			x	
Union Data Insight and Review	For information		x		
Annual Statement of Compliance	Approve		x		
Review Delegation of Authority Matrix	Approve			x	
Freshers Overview/Outcome	For information			x	
NSS Review and Action Plans	Discuss			x	
Annual Member Survey Results and Action Plans	For information				x
Sector Update	For information			x	
Strategic Progress Report	For information	x			
Members Meeting Preparation	For information			x	
Election Overview	For information		x		
President Progress Update	For information	x			
Election Report: Review & Action Plan	For Information		x		
Finance					
Approval of Audited Accounts	Approve				x
Audited Report & Management Letter	Approve				x
University Budget Submission: Mid-year	For Information	x		x	
Budget Approval	Approve		x		

Finance and Risk Committee Schedule of Business

		FEB	MAY	SEPT	NOV
	Category				
Minutes	Approve	x	x	x	x
Matters Arising	Discuss	x	x	x	x
Dates of Meetings	Approve		x		
Terms of Reference	Approve			x	
Committee Effectiveness Review	Discuss			x	
Finance					
Management Accounts	For information	x	x	x	x
Year End Accounts	For information			x	
Annual Budget	Ratify		x		
Budget Reforecast	For Information	x			
University Planning Submission	Ratify	x			
Cost of Living Pay Award	Approve		x		
Finance Procedures	Approve			x	
Finance KPI review	Discuss/Approve				x
Pension AGM Update	For Information		x		
Audit					
Audited Accounts	Ratify				x
Audit Management Letter & Action Plan	Discuss				x
Trustee Report	Ratify				x
Risk					
Risk Management Framework	Ratify				x
Risk Action Plan	Ratify	x		x	
Annual Complaints Report	Ratify				x
Annual Compliance Report	Ratify				x
Business Continuity & Disaster Recovery	Ratify	x			
Annual Data Protection Report /Action Plan	Ratify			x	
Risk Deep Dive	Discuss	x	x	x	x
Health and Safety					
Minutes of Meeting	For Information	x	x	x	x
Matters Arising	Discuss	x	x	x	x

People and Governance Committee Schedule of Business

		FEB	MAY	SEPT	NOV
	Category				
Minutes	Approve	x	x	x	x
Matters Arising	Discuss	x	x	x	x
Dates of Meetings	Approve		x		
Terms of Reference	Approve			x	
Governance					
Annual Good Governance Review	Discuss		x		
Review Articles and Byelaws	Approve		x		
Review Skills Audit	Discuss		x		
Policy Review	Approve			x	
Review Trustee Training Plan	Approve		x		
Review Board Development Day	Approve		x		
Governance Review Action Plan	Discuss	x	x	x	x
Annual Review of Trustee Code of Conduct	Approve	x			
People					
Staff Engagement Survey	Discuss		x		x
Equality and Diversity Annual Review	Discuss				x
Strategic Review Update	Discuss	x			
HR and Recruitment Update	Discuss	x	x	x	x
Recruitment Statistics	Discuss				x
CEO Annual Pay Review	Discuss		x		
Annual Staff Pay Award	Approve		x		

How to apply

To express an interest in this role please provide:

- A covering letter (max 1 side of A4) that sets out your motivating factors in your application. State what course you are studying and include your start and finish date of your university course.
- A personal statement (max 2 sides of A4) that demonstrates how you meet the experience requirements set out in the Person Specification.
- An up to date, detailed CV including all relevant employment history and expertise.
- A completed Equality Monitoring form, which can be downloaded from our website: sunderlandsu.co.uk/jobs

Please send completed expressions of interest to: centralservices@sunderland.ac.uk by midnight on Thursday 29 May 2025 at midnight.

Interview date to be confirmed.

For an informal discussion about the role please contact Prince Ikechi, the Chair, or Kayleigh Tague, External Trustee via centralservices@sunderland.ac.uk