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Chairperson, Board of Trustees, Student Hubs

About Student Hubs

Student Hubs believes that when students are supported to tackle social challenges, learn about issues and connect with each other, both communities and students benefit. Working closely with university partners across the UK, we provide students with opportunities to shape, lead and take part in a wide range of social action activities in their communities.

Our vision is of a society in which every student engages with social and environmental challenges during their time at university, empowering them to become socially active citizens for life.

Role Description

Student Hubs is now 10 years old. We are looking for a Chair of Trustees who will help drive forward the next stage of development for the organisation.

This is an excellent opportunity to support the growth of a young, innovative charity devoted to inspiring young people to make a difference, now and in the future. In this role, you would shape the strategy of a fast-moving organisation, working with Trustees who hold a wide range of experience and knowledge from various sectors.

The ideal candidate would have an excellent understanding of the Higher Education sector in the UK. They would be passionate about empowering young people to achieve their potential and make a difference throughout their lives, regardless of background. We are looking for someone who shares our belief that young people should graduate from university as engaged citizens, and that universities should be providing them with the opportunities and support they need to make this a reality.

Job Title: Chairperson, Student Hubs

Direct Report: CEO

Preferred Location: London/Oxford (with some flexibility)

Role Summary

To lead the Board of Trustees, ensuring that the board fulfils its responsibilities for the governance and strategic direction of the organisation and acts in compliance with its governing document, charity and company law and other relevant legislation.

To support and where appropriate, to challenge the CEO to help achieve the mission of the organisation, and foster effective relationships between trustees, staff and volunteers.

In addition to the general responsibilities of a Trustee & Director, the Chair has a number of tasks specific to their role.

1. Main Responsibilities of the Chair

Overall strategy:

- Providing leadership for the Board of Trustees in their role of setting the strategy and policy of the organisation
- Ensuring the Charity:
 - Effectively fulfils its objectives, general functions and duties

- Realises the Board's strategies and plans for the future
- Delivers its services in line with targets and performance indicators agreed with the Board

Ambassador Role:

- Act as an ambassador to help promote the organisation, representing the organisation at key events and meetings
- Developing key relationships with funders, Government, sector bodies and other major stakeholders

In relation to the Board of Trustees:

- Planning the annual cycle of board meetings and setting the agendas
- Ensuring the CEO and their staff provide the board with relevant, timely and accurate information to allow the board to discharge its responsibilities
- Chairing and facilitating board meetings
- Monitoring the implementation of decisions taken at board meetings
- Conducting individual reviews with trustees
- To support board members to act as ambassadors for Student Hubs as appropriate

In relation to employed staff:

- Liaising with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate
- Reviewing and appraising the performance of the CEO
- Sitting on senior appointment panels if required
- Acting as final stage adjudicator for disciplinary and grievance procedures if required
- Attending and being a member of other committees or working groups when appropriate in role as Chair

2. Person Specification

Qualities

The ideal candidate will have:

- A strong interest in and enthusiasm for Student Hubs Vision, Mission and Values
- Excellent chairmanship, with an ability to facilitate and employ the skills of the Trustee Board effectively
- A strategic vision and independent judgement to help hold the CEO to account
- A range of relevant contacts, to whom they are willing to advocate on Student Hubs' behalf
- A willingness to devote the necessary time and effort to their duties
- A good understanding of governance and the responsibilities of trustees and company directors

Experience

We are looking for a Chair with experience of one or more of the following:

- Work in the Higher Education Sector, at a strategic level. In particular, somebody who has experience of working within or with Widening Participation teams, departments responsible for the Student Experience, or Student Services
- An excellent understanding of the Higher Education policy environment, either through work for a university or a sector body
- Leadership experience in a small-medium charity, social enterprise or small business

3. Commitment

Term of office: Each term of office is for a maximum of **3 years**. A Chair may hold office for a maximum of 6 years (2 full terms) providing their total service as a trustee does not exceed 9 years.

Time commitment: The board meet **four times per year** in London or Oxford - meetings are midweek and held during the day, lasting 2-3 hours each. In addition to Board Meetings, other contact – usually via email or by telephone – will be necessary. On average, we expect the role of Chair might take **2-3 days per month**, including preparing for meetings, catching up with the CEO and being available for any necessary troubleshooting. It is important that the Chair is available to the CEO on a regular basis.

The role is unpaid. We do pay travel and accommodation expenses that are required to attend meetings.

If you are interested in this role please send an expression of interest, including a cover letter, to Jennifer Ekelund, Vice Chair, Jennifer.ekelund@studenthubs.org.