



CEO

Application Pack

July 2018



Introduction from the Chair

Dear candidate,

I am so pleased you are interested in finding out more about the CEO role at Student Hubs.

If you are new to the charity, I hope you find the following Application Pack inspiring. It aims to give you a good flavour of our mission, ambition and the potential of this role. If you have already come across our work, I hope the following sparks some exciting ideas for what you might bring to Student Hubs and what we could achieve together.

We're a small charity with big ambitions. As we look ahead to our next decade, we're determined to involve even more students in meaningful, high quality social action. We are committed to improving our support for various accessibility needs so that no student misses out on the chance to participate. We've been working on future strategy ideas to develop and update our model, make it sustainable and extend our reach across the country. The CEO will shape and lead this new strategy, working with our passionate, values-led team of staff and students and our engaged board. If this idea is appealing, we would be very interested to hear from you.

The job description below sets out more detail on the role. We're looking for someone with a keen interest in student social action, eager to take our message out to the world and develop new partnerships. We think relevant experience could come from any number of backgrounds - whether you bring skills from the charity, higher education, youth or social enterprise sectors, we would love to receive your application.

Student Hubs is a strong supporter of workplace diversity, believing that representation creates dynamic, relevant organisations and fosters spaces for innovation and creativity. We are working hard to increase diversity both on our staff team and on our board. We would like to encourage you to become part of this. We are happy to make reasonable adjustments to enable candidates to show suitability for the CEO role and we encourage you to make us aware of any requirements. The board welcomes both full and part-time applications for this post.

Should you have any questions, or if you would like an informal chat about the role, please get in touch with Francis (current CEO, francis.wight@studenthubs.org).

I very much look forward to hearing from you.

With best wishes,

Jenny

Jenny Ekelund, Chair of Trustees

About Student Hubs

Student Hubs works to catalyse student involvement in social action.

We are a fast-growing charity working in UK universities to mainstream student-led social action, empowering a new generation of active citizens. We support students to take part in a wide range of social action and social enterprise projects: leading volunteering projects tackling local community need, setting up innovative social enterprises, consulting for local community organisations and gaining workplace experience in social impact organisations.

Student Hubs is 11 years old and works across seven universities. Each year we support 2,500 volunteers to take part in our programmes. We partner with dozens of national charities and social enterprises, and hundreds of local community organisations in seven cities.

We need the strongest staff team possible to support the big ideas that students bring to the table and make our vision a reality. Could you lead it?

Theory of Change

At **STUDENT HUBS** we believe that when students are **SUPPORTED** to...



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

Our mission is to mainstream student social action, supporting a new generation of active citizens to achieve positive change now and in the future.

Our Values

We are a values-led organisation. Our strategy, culture and decision-making are shaped by these values.

Be Ambitious

We have an excellence reflex. We are problem solvers, with a natural tendency to fine tune and go the extra mile just to check out the view. We are constantly learning.

Be Motivational

We act positively, with enabling energy and motivation. We are optimistic, idealistic and productive. We have an inspiring outlook and like to give everyone and everything a chance.

Be Social

We focus on personal relationships, nurturing and developing people. We are responsive, approachable, attentive, supportive to each other and naturally educative. We believe that together is stronger and fun is better. We are collaborative, joining the dots between people.

Be Bold

We are innovative and visionary. We want to push the boundaries of what is possible. We want maximum impact and we will change things to get there. We are not afraid to try and we are not afraid to fail.

Be Long Term

We hold a long-term perspective. We will always stay true to our core values to guide us in the the future.





About the Role

Role Information

Location: London (with some travel across the Hub network required). We are open to alternative locations.

Salary: £35,000 - £40,000 pro rata, depending on experience.

Working Hours: Full-time, flexible. We are open to part-time applications from the right candidate. Please indicate this preference in your application.

Start Date: October 2018, or as soon as possible.

Job Description

The CEO role is a fantastic opportunity to manage, shape and lead the future direction of Student Hubs. As CEO, you will be responsible for driving forward the growth of the organisation, building new partnerships with universities and funders, and ensuring Student Hubs maintains a strong financial position. You'll be the face of the organisation, advocating for our mission and vision externally, and leading a talented young team to excel.

This is a challenging and varied role, requiring you to lead and oversee a significant range of organisational functions. In particular, you will be responsible for leading and managing the following areas.

Organisational Strategy

You will be responsible for leading the direction of Student Hubs, developing organisational strategy and supporting its implementation throughout the organisation. Practically, you will:

- Develop and implement a strategy that allows Student Hubs to achieve its mission, vision and theory of change.
- Ensure Student Hubs' operations, finances and activities are allowing the organisation to achieve its intended strategic objectives.

Financial Management

The CEO is responsible for the ongoing financial management of the organisation, working with local Hub Managers, the Management Team and the Trustee Board to ensure Student Hubs remains in a strong financial position. In particular, you will:

- Manage Student Hubs' budget and cashflow.
- Lead all planning and monitoring of cross-organisational budgets.
- Work with the Development Director to steward and gain funding from national corporates, trusts and foundations.
- Lead cross-organisational business model development, ensuring all Hubs are financially sustainable and meeting full cost recovery targets.

Network Development

Student Hubs is an ambitious organisation. We believe we have the potential to develop our university partnerships and reach many more students and communities across the country. In particular, we want to



change the way we work with universities, offering a range of partnership packages to rapidly expand our reach and better communicating the value of Student Hubs' offer to higher education objectives. You will:

- Develop and deliver a new sales strategy, centred on the value Student Hubs can bring to universities through a range of partnership options.
- Work with the Development Director to develop and deliver a pitch to new university partners based on Student Hubs' contribution to Access & Participation objectives - notably retention, attainment and employability.
- Develop, steward and gain funding from key targets for university partnerships.

Trustee Board Stewardship and Development

The Student Hubs Trustee Board is crucial in providing financial oversight and strategic direction for the organisation. Over the past few years, the Student Hubs Board has developed impressively. The CEO will be responsible for working closely with the Board, and the Chair in particular, to utilise their expertise. You will:

- Work closely with the Chair and Vice Chair of the Student Hubs Board to coordinate meeting agendas and reporting.
- Support the development of Board working groups, focusing on particular organisational priorities.
- Steward individual Board members to ensure Student Hubs is benefiting from their insight.

Youth Social Action Partnerships

Student Hubs is part of the youth social action sector, working closely with Generation Change and Step Up To Serve to collaborate with similar organisations across the sector. The development of these two organisations over the past five years has been hugely positive for the organisation, allowing us to tap into new pots of funding and best practice support. You'll be responsible for representing Student Hubs to key partners in this sector. You will:

- Lead Student Hubs' work with Generation Change and Step Up To Serve, helping to guide group strategy and direction.
- Collaborate with youth social action partners to submit joint bids for issue-specific funding as appropriate.

People and Organisational Management

As the CEO, you will be responsible for chairing Management Team, the senior operational decision-making group within the organisation. The performance of this group, as individuals and collectively, is crucial to the success of Student Hubs. You will:

- Chair Student Hubs' Management Team, bringing together the leaders of key functions in the organisation to guide its development.
- Support and manage the development of senior staff members at Student Hubs, through outstanding line management and ongoing personal development support.



Person Specification

We are seeking a dynamic, experienced individual who would like an opportunity to lead and grow this organisation at an exciting stage of its development. We are looking for an enterprising self-starter who is passionate about Student Hubs' mission and vision, and has the drive to help us to achieve it.

The successful candidate will have relevant experience and skills, knowledge of the sectors we work across and shared values.

Experience & Skills

- Well developed strategic leadership skills, with an astute ability to form strategy and align a team with a vision and strategic priorities.
- Experience of senior leadership roles in a comparable organisation with a connection to higher education and/or social action.
- High standard of numeracy and budgeting skills, with an analytical approach to financial management and an ability to understand, analyse and interpret complex information.
- Excellent communicator with strong presentation, public speaking and negotiation skills and an ability to influence outcomes through tact, diplomacy, effective reasoning and persuasion.
- Proven ability to find growth opportunities, identify customer needs and build new relationships with potential customers.
- Proven ability to effectively steward and influence a range of stakeholders of varying seniority and backgrounds.
- An effective people manager who makes the best use of people's skills, delegates effectively, gives constructive feedback and builds trust, good morale and commitment from the team.

Knowledge

- Broad knowledge of the higher education sector, policy and the changing priorities of universities.
- Excellent understanding of commercial issues facing charities in the current context of financial needs, fundraising regulation and business opportunities.

Personal Qualities

- An enthusiastic, proactive individual with excellent drive and resilience and the ability to self manage.
- High levels of emotional intelligence, resilience, humility and authenticity.
- A passionate commitment to Student Hubs' mission, vision and Theory of Change.
- An understanding of, and commitment to, Student Hubs' values-led culture.
- A commitment to developing the skills and experience of young people - whether student leaders or staff within the organisation.



Application Information

To apply, send your CV and covering letter to recruitment@studenthubs.org. Please detail your relevant skills and experience that make you a good fit for the role and the organisation.

If you wish to discuss the role, please contact Francis Wight (francis.wight@studenthubs.org), the current CEO, to arrange a call.

Application Deadline: Friday 17th August at 5pm

Initial interviews will take place w/c 3rd September in London.

We are looking forward to hearing from candidates who share our values and want to help us make our vision a reality.

Student Hubs does not discriminate in employment matters on the basis of race, colour, religion, gender, age, disability or any other protected class. We support workplace diversity and believe it creates dynamic, relevant organisations, fostering spaces for innovation and creativity. We are working hard to increase diversity in our team and encourage you to be part of it.

We are committed to making our roles and culture inclusive. We can make reasonable adjustments throughout the application process and on the job. If you have particular accessibility needs, please get in touch and let us know any requirements you may have.