



## About ECSA

Edinburgh College Students' Association (ECSA) is a charity representing over 20,000 students from more than 100 countries attending Edinburgh College. As a key partner of the Edinburgh College community, ECSA works to represent and support students across the 4 campuses to ensure every student has the best possible student experience.

### Powered by students

The Association is made up of the thousands of students from Edinburgh College, across every campus, every course, and at every level within the institution. The constant cycle of new members is what powers us as an organisation and your engagement in the student experience is what keeps it going.

### Driven by values

Our Values underpin everything we do and why we do it:

**Committed to Students** - we will never let anything distract us from the fact that students always come first for us. Independent from the College, we are led by students, for students, making sure they have a fun, successful and truly 'ECSA-llent' student experience.

**Supportive** - we strive to be welcoming to all students and always there when they need support. Our friendly staff and helpful nature is what makes us approachable and open to all.

**Ambitious** - Students come to College with one eye on building a better future and we are determined to help them do just that. Our approach to maximising opportunities requires us to be dynamic and innovative, constantly striving to do more for each and every student.

**Trusted** - we work hard every day to ensure that we are effective in pursuit of our objectives, running a professional organisation and gaining respect of key stakeholders across the College and beyond.

**Respectful** - Our membership is wonderfully diverse. We will always celebrate that diversity and challenge any form of inequality on campus, or beyond, because everyone deserves to be treated with respect

### Committed to better

Our Association Vision is to create a positive, supportive community which enables every student to achieve their potential.

### Further information

We are looking for an external trustee to join our Board of Trustees to support and oversee all ECSA affairs. Please see below for a job description and person specification.

You can find our website here: <https://ecsa.scot/> and any questions about the role or the organisation can be directed to [contact@ecsa.scot](mailto:contact@ecsa.scot).

Applications should include a CV and cover letter addressed to the ECSA President, Carla Ford on [jobs@ecsa.scot](mailto:jobs@ecsa.scot). The deadline for applications is Friday the 18<sup>th</sup> of October at 12noon.

## Role description

<b>Role Description Title:</b>	<b>External Trustee</b>
<b>Overview:</b>	<p>The Trustees have overall responsibility for the affairs of Edinburgh College Students' Association (ECSA).</p> <p>In line with Scottish Charity Law, they ensure ECSA conducts its affairs in line with its charitable objects and delivers for its members.</p>
<b>External Trustees:</b>	External Trustees bring additional experience and skills to the Board from outside the Association and College.
<b>Time Commitment:</b>	<p>Attendance at four quarterly Board meetings plus other sub-committee meetings as agreed. Maximum expectation of the post is for a total commitment of 1 day per month</p> <p>Constitutionally, the standard term of office for an external trustee is 4 years (with an option for a further four years subject to Board agreement)</p>

### Responsibilities

1. To ensure that ECSA complies with its governing document, charity law, company law and any other relevant legislation or regulations. To ensure that ECSA pursues its objectives as defined in its governing document and uses its resources exclusively in pursuance of its objectives.
2. To ensure that ECSA has a clear strategic direction that meets the needs of its members, clearly outlined goals and performance indicators and is focused on achieving these.
3. To agree any delegated authority and ensure such authority is clearly expressed and monitored.
4. To be an ambassador for ECSA, safeguarding and developing its reputation and values.
5. To support the Students' Association in ensuring the long-term financial stability of the organisation
6. To provide support for the Director in protecting and managing the assets of ECSA, ensuring they are used exclusively in pursuance of the agreed objectives.
7. To provide support and feedback for the ECSA, including ensuring annual appraisal and objective-setting.
8. To contribute actively to the Board of Trustees, using any specific skills, knowledge or experience to help the Board of Trustees reach sound decisions. This may involve, but is not limited to:
  - a) Scrutinising board papers
  - b) Leading discussions
  - c) Providing guidance on new initiatives
  - d) Hearing specific HR and/or membership discipline cases
  - e) Other issues in which the trustee has special expertise
  - f) Decisions by majority vote
9. To undertake appropriate training and personal development as required for the role.
10. To ensure that any and all conflicts of interest that may arise are declared.
11. To adhere to all relevant ECSA policy with particular reference to staffing, health and safety and environmental.

## The Role of the Trustees

The Board of Trustees has overall responsibility for the oversight of the administration of ECSA.

The Board is made up of 8 members:

- The three full-time sabbatical officers of the Students' Association (students elected to a full-time one-year position)
- Two Student Trustees (current Edinburgh College students appointed by the Board)
- Three External Trustees (individuals appointed to bring wider expertise, experience and skills to the Board)

In addition, the Director of the Students' Association attends all meetings of the Board.

The Board is ultimately responsible to the Office of the Scottish Charity Regulator (OSCR) but it also has accountability to the membership through annual meetings, minutes published on the website etc. The ECSA governing documents can be found on the Association website.

All students of Edinburgh College are automatically members of the Association although they may opt-out of membership under the provisions of the 1994 Education Act Part II, sections 20-22, which relate to students' associations.

## Person Specification

The Association is looking for a range of skills across the external trustees. These will include:

- Experience within a Further Education context
- Experience within the Scottish charity sector
- Experience of strategic leadership
- Experience of financial management
- Experience of HR management
- Previous experience as a Trustee or other non-executive role ideally in the charity sector

The Association does not expect any one applicant to possess all of these attributes but you should be able to demonstrate strong experience in at least one area and ideally experience in more than one of the above areas.

The Association is a strongly values-led organisation and therefore successful applicants will be able to demonstrate

- Commitment to, and experience in, delivering equality of opportunity and reducing barriers to participation
- Commitment to the ethos and values of the Association and a genuine interest in the empowerment of students
- The highest standards of personal honesty and integrity and the ability to act with discretion

The Board of Trustees is only as strong as its members and you should be able

- To communicate effectively and appropriately with a wide range of people
- To demonstrate the ability to think rationally and strategically around complex issues
- To fully participate in all board discussions