



# EC Students' Association

## External Trustees

## Recruitment Pack

July 2023

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

EC Students' 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.

After a period of change and a refresh of our Constitution, we are now recruiting for three new External Trustees for our Charity Board. This is the beginning of an entirely new Board who will help with the Students' Association's strategic development, including shaping and delivering our new strategic plan.

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 excellent student experience.

### Supportive

We strive to be welcoming to all students and always there when they need support. Our friendly staff and helpful nature make us approachable and open to all.

### Ambitious

Students come to Edinburgh College to build a better future and we are determined to help them do 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 vision is to create a positive, supportive community which enables every student to achieve their potential.

## Further information

We are looking for three External Trustees to join our Board of Trustees, to support and oversee all EC Students' Association affairs. Please see below for a job description and person specification. You can find our website [here](#) 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 EC Students' Association President, Skye Marriner on [jobs@ecsa.scot](mailto:jobs@ecsa.scot)

The deadline for applications is Wednesday 23<sup>rd</sup> August 2023.

Please note that the External Trustee role is voluntary, though all reasonable expenses will be reimbursed.

## Role Description for External Trustees

### Overview

The Trustees have overall responsibility for the affairs of Edinburgh College Students' Association. In line with Scottish Charity Law, they ensure EC Students' Association conducts its affairs in line with its charitable objects and delivers for its members. External Trustees bring additional experience and skills to the Board from outside the Association and College.

### Time Commitment

Attendance at four quarterly Board meetings plus other subcommittee meetings as agreed. Maximum expectation of the post is for a total commitment of 1 day per month. As per our Constitution, the standard term of office for an external trustee is three years (with an option for a further three years subject to Board agreement).

### Responsibilities

1. To ensure that EC Students' Association complies with its governing document, charity law, company law and any other relevant legislation or regulations. To ensure that EC Students' Association pursues its objectives as defined in its governing document and uses its resources exclusively in pursuance of its objectives.
2. To ensure that EC Students' Association 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 EC Students' Association, 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 Association Director in protecting and managing the assets of EC Students' Association, ensuring they are used exclusively in pursuance of the agreed objectives.
7. To provide support and feedback for the EC Students' Association, 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 relevant 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 EC Students' Association policy with particular reference to staffing, health and safety and environmental sustainability.

## The Role of the Trustees

The Board of Trustees has overall responsibility for the oversight of the administration of EC Students' Association. The Board is made up of eight members:

- The three Full Time 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 Association Director 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 EC Students' Association governing documents can be found on the Association website.

All Edinburgh College students are automatically members of EC Students' 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 fundraising
- 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

EC Students' Association does not expect any one applicant to possess all 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
- Commitment to abiding by our Code of Conduct as laid out in our governing document

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 participate fully in all Board discussions