**Birkbeck Students' Union**

**Job Specification: Lay Trustee (x3) (Volunteer)**

**Term:** 2- 4 years

**Position:** Volunteer Lay Trustee

**Overview:** Birkbeck Students' Union is seeking three exceptional individuals to join our Board of Trustees as volunteer Lay Trustees. We are looking for candidates who are leaders in their respective fields and have substantial experience in one or more of the following areas:

* Equality, Diversity, and Inclusion (EDI)
* Cybersecurity
* Operations
* Fundraising
* Strategy Development
* Legal
* Human Resources (HR)

**Key Responsibilities:**

* Attend and actively participate in 5 Board of Trustee Meetings per year.
* Provide strategic oversight and governance to ensure the Students' Union operates in line with its mission, values, and legal obligations.
* Utilize your expertise to support the development and implementation of the Union's strategic goals.
* Monitor financial performance and ensure robust financial controls are in place.
* Offer guidance and insight on matters within your area of expertise.
* Work collaboratively with fellow trustees and the officer trustees to enhance the Union’s impact and effectiveness.
* Commit to additional meetings and duties as necessary, depending on specific outcomes and organizational needs.

**Person Specification:**

* Proven expertise and experience in at least one of the specified areas.
* A strong commitment to the values and mission of Birkbeck Students' Union.
* Excellent interpersonal and communication skills.
* Ability to think strategically and contribute to the Union’s long-term planning.
* A thorough understanding of governance and the role of a trustee.
* Availability to commit to the required meeting schedule and additional responsibilities as needed.
* A collaborative mindset and the ability to work effectively as part of a diverse team.

**Benefits:**

* The opportunity to make a significant impact on the direction and success of Birkbeck Students' Union.
* Personal and professional development through engagement in governance and strategic planning.

**About Birkbeck Students' Union:**

Birkbeck Students' Union is the heart of the student community at Birkbeck, University of London. We proudly serve a diverse body of over 10,000 students, the majority of whom are postgraduate and mature students. Our mission is to enhance the student experience and provide robust support to our members, ensuring they have the resources and opportunities they need to succeed both academically and personally.

The Students' Union operates with an annual income of over £400,000, which is strategically allocated to various initiatives aimed at supporting and enriching the lives of our students. This funding allows us to offer a wide range of services, including academic support, social activities, advocacy, and welfare services.

**Our key areas of focus include:**

* **Representation**

We ensure that student voices are heard and represented at all levels of the university and beyond.

* **Advocacy**

Providing essential resources and assistance to help students navigate their academic journey and personal challenges.

* **Community Building**

Fostering a sense of belonging and community through various events, societies, and clubs.

At Birkbeck Students' Union, we are dedicated to making a positive impact on our student community and continuously strive to innovate and improve our services to meet the evolving needs of our members.

**Application Process**

Interested candidates should submit a resume and a cover letter outlining their relevant experience and motivation for applying. Applications should be sent to su-committees@bbk.ac.uk by 29th July at 6pm.

Birkbeck Students' Union is committed to diversity and encourages applications from all individuals, regardless of background, who meet the role's criteria.

Join us and contribute to shaping the future of our vibrant student community!