

Role Description: External Trustee

Reports to: Chair of the Board

Terms of Appointment: Voluntary, unpaid position. Reasonable expenses incurred in carrying out Trustee duties may be reimbursed in line with Students' Union policy.

Role Summary: The Board of Trustees is the governing body of University of Lancashire Students' Union, ensuring that we remain a strong, sustainable, and student-focused charity.

The Board has ultimate responsibility for:

- Setting strategic direction
- Ensuring financial sustainability
- Overseeing risk and compliance
- Upholding our charitable objectives and legal responsibilities

As an External Trustee, you will contribute your skills, experience, and independent perspective to Board discussions and decision-making. Working alongside elected student representatives and fellow trustees, you will help ensure the Students' Union is effectively governed and delivers positive outcomes for students.

Roles & Responsibilities:

As an External Trustee, you will contribute to the strategic leadership and effective governance of Lancashire Students' Union. Working collaboratively with fellow Trustees, elected student leaders, and senior staff, you will provide independent insight, support informed decision-making, and help ensure the organisation remains financially sustainable, well governed, and focused on delivering positive outcomes for students. You will oversee organisational performance, risk management, and compliance with legal and regulatory obligations, while acting as an ambassador for the Students' Union and championing its values, reputation, and charitable purpose.

General Responsibilities of External Trustees

- Attend and actively participate in Board meetings, strategy discussions, training, and other governance activities.
- Work collaboratively with fellow Trustees, Student Officers, and senior staff to support the effective governance of the Students' Union.
- Ensure that decisions are made in the best interests of the Students' Union and its members.
- Contribute professional expertise, knowledge, and experience to Board discussions and decision-making.
- Maintain confidentiality and uphold the highest standards of integrity, accountability, and ethical conduct.

- Support and challenge the Chief Executive and senior leadership team appropriately while respecting the distinction between governance and operational management.
- Ensure compliance with charity law, company law, and other relevant regulatory requirements.

Financial Responsibilities of Trustees

- Ensure the Students' Union remains financially sustainable and that resources are used effectively to support its charitable objectives.
- Approve and monitor the annual budget and financial plans.
- Review financial reports, accounts, and key financial performance indicators to understand the Union's financial position.
- Ensure appropriate financial controls, policies, and risk management processes are in place.
- Safeguard the Students' Union's assets, reputation, and long-term viability.
- Ensure financial activities are conducted in accordance with legal, regulatory, and ethical requirements.
- Support informed decision-making by considering the financial implications of strategic proposals and organisational priorities.

Person Specification:

We are looking for individuals who are passionate about supporting students and enhancing the student experience through effective governance and strategic leadership.

As an External Trustee, you will be committed to the mission, values, and future success of Lancashire Students' Union, bringing sound judgement, an independent perspective, and a collaborative approach to working with student leaders, fellow trustees, and staff. We welcome applications from people with a broad range of professional and lived experiences, whether or not they have previous trustee experience.

Experience	Essential	Desirable
Experience of strategic decision-making, leadership, governance, or influencing organizational direction.	√	
Experience of working in the education and / or charity sector.		√
Previous experience as a Trustee, Non-Executive Director, Governor, or similar governance role.		√
Experience of contributing effectively as part of a team and supporting others.	√	

Experience of working with diverse stakeholder groups.	√	
Knowledge and Skills	Essential	Desirable
Ability to think strategically and contribute to long-term planning.	√	
Ability to analyse information, ask insightful questions, and provide constructive challenge.	√	
Understanding of the difference between strategic governance and operational management.	√	
Understanding of the role, responsibilities, and legal duties of Trustees, or willingness to develop this understanding.	√	
Strong communication and interpersonal skills.	√	
Ability to work collaboratively and build positive relationships.	√	
Understanding of charity law, governance, risk, or financial oversight.		√
Knowledge of the higher education sector and issues affecting students.		√
Knowledge of Students' Unions, membership organisations, or democratic governance structures.		√
Coaching or mentoring skills to support the development of Student Trustees and Elected Representatives.		√
Qualities	Essential	Desirable
Commitment to the mission, vision, and values of Lancashire Students' Union.	√	
Commitment to acting in the best interests of students.	√	
Ability to maintain confidentiality and exercise sound judgement.	√	
Commitment to equity, diversity, inclusion, and belonging, with a willingness to continue learning.	√	

Ability to manage priorities and fulfil the time commitment of the role.	√	
Positive attitude towards working in a student-led environment.	√	
Open-minded, inquisitive, and willing to consider different perspectives.	√	
Solution-focused approach to challenges and opportunities.	√	
Strong integrity and commitment to good governance.	√	
Ability to listen actively, build consensus, and work collaboratively with others.	√	