

Role Description & Person Specification: Chair of the Board of Trustees (Edge Hill Students' Union Board of Trustees)

About the Students' Union

The Students' Union is a membership organisation, led by students and supported by professional staff. Its purpose is to represent, support and enhance the lives of students, ensuring student voices are heard, valued and acted upon.

- Edge Hill Students' Union works with students to make their University experience all they want it to be.
- Whatever a students' needs, situation or background; we empower them through partnership.
- We deliver events, empower societies, and support individuals with whatever they need to have a great experience whilst fulfilling their ambitions.
- We bring creativity, innovation and freedom to the student community, and work with Edge Hill to bring about our shared goal of enabling every student to be the best version of themselves.

About the Role

The Chair provides leadership to the Board of Trustees, ensuring its effectiveness and the highest standards of governance. The Chair works in partnership with the Chief Executive and trustees to ensure the Students' Union is well governed, strategically focused and sustainable.

The Chair also plays a key role in fostering a positive, inclusive and high-performing board culture, ensuring all trustees—including student trustees—are supported to contribute fully.

About You

You bring a strong personal connection to Edge Hill or a clear affinity with its community and values. You are inspired by the opportunity to support a student-led organisation that champions advocacy, representation and the student experience.

You are passionate about student rights and the importance of independent student voice. You understand the impact a well-run Students' Union can have and are motivated to play a leading role in helping it thrive.

You are an experienced and confident leader, with the ability to guide discussions, build consensus and create an environment where everyone feels able to contribute—particularly student trustees, whose perspectives are central to the organisation's success.

You combine strategic thinking with emotional intelligence. You are comfortable offering both support and constructive challenge, and you take pride in helping boards and individuals perform at their best.

You are also someone who values good governance and understands the importance of accountability, clarity and long-term thinking. You are motivated not just by oversight, but by enabling the organisation to grow, improve and deliver real impact.

Above all, you relish the opportunity to play a pivotal role in supporting the Students' Union—working in partnership with trustees and the Chief Executive to ensure it remains a strong, effective and student-focused organisation.

Remuneration

This is a voluntary, unpaid role. Reasonable out-of-pocket expenses may be reimbursed in line with the Students' Union's expenses policy.

Time Commitment

The Chair role carries a greater time commitment than that of an ordinary trustee. This includes:

- 4 Board meetings per year (around 2 hours each)
- Membership of at least one Board committee
- Regular meetings with the Chief Executive
- Additional preparation, stakeholder engagement and ad hoc responsibilities

Location

Board meetings are usually held in person, with some committee meetings and committee work conducted online. Applications are particularly welcomed from those able to attend in person when required. In person meetings will usually be at Edge Hill campus, Ormskirk.

Meetings with the Chief Executive and most committee meetings are expected to take place online, offering flexibility alongside in-person Board meetings.

Responsibilities of the Chair

In addition to the general duties of a trustee, the Chair is responsible for:

- Providing clear leadership to the Board and fostering a culture of openness, trust and constructive challenge
- Ensuring the Board operates effectively, efficiently and in line with legal and regulatory requirements
- Setting Board meeting agendas in partnership with the Chief Executive
- Chairing Board meetings and facilitating inclusive, effective decision-making
- Ensuring all trustees, including student trustees, can contribute meaningfully
- Supporting, appraising and acting as a key contact for the Chief Executive
- Maintaining appropriate boundaries between governance and management
- Ensuring focus on strategy, risk, financial sustainability and long-term impact
- Acting as an ambassador and representing the Board externally
- Leading reviews of Board effectiveness, development and succession planning

Core Trustee Responsibilities

As a trustee, the Chair also shares collective responsibility for:

- Setting strategic direction and safeguarding the organisation's mission and values
- Ensuring good governance, financial oversight and accountability
- Acting in the best interests of the charity and its beneficiaries

Working Alongside Student Trustees

The Chair is expected to:

- Champion student democracy within governance
- Ensure student trustees are supported and empowered
- Balance strong leadership with inclusive facilitation
- Provide continuity and long-term perspective

Person Specification

Essential

- Strong commitment to the purpose and values of a Students' Union
- Experience of chairing boards, committees or senior-level meetings
- Strong leadership and facilitation skills
- Ability to think strategically and exercise sound judgement
- Ability to build effective relationships and foster inclusive environments
- Understanding of, or willingness to learn about, charity governance
- Commitment to equality, diversity and inclusion

Desirable

- Previous experience as a trustee or non-executive director
- Experience in governance, finance, law, HR, education or organisational leadership
- Understanding of the higher education or Students' Union sector
- Experience of supporting, managing or working closely with a senior leader (such as a Chief Executive), including providing constructive challenge and appraisal, is desirable.

Term of Office

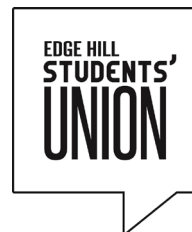
The Chair is appointed in line with the Students' Union's governing document, typically for a three-year term, and may be eligible for reappointment.

Eligibility

Must be eligible to act as a charity trustee and declare any conflicts of interest.

Additional Information

This role description is indicative and may be reviewed periodically to reflect the evolving needs of the Students' Union and its members.



How to Apply

Please submit, via email, an up-to-date CV along with a supporting statement (max. 750 words) outlining your interest in the role and how you meet the person specification to: SUPeople@edgehill.ac.uk

In your supporting statement, we encourage you to address the following:

- Your motivation for applying and your connection (if any) to Edge Hill or Students' Unions
- Your experience of leadership, chairing or working with boards
- Your approach to supporting and working with a Chief Executive and Board
- How you would help ensure effective governance and a strong, inclusive board culture

The close date for applications is: **Monday 17th August 2026 – 11:59pm**