

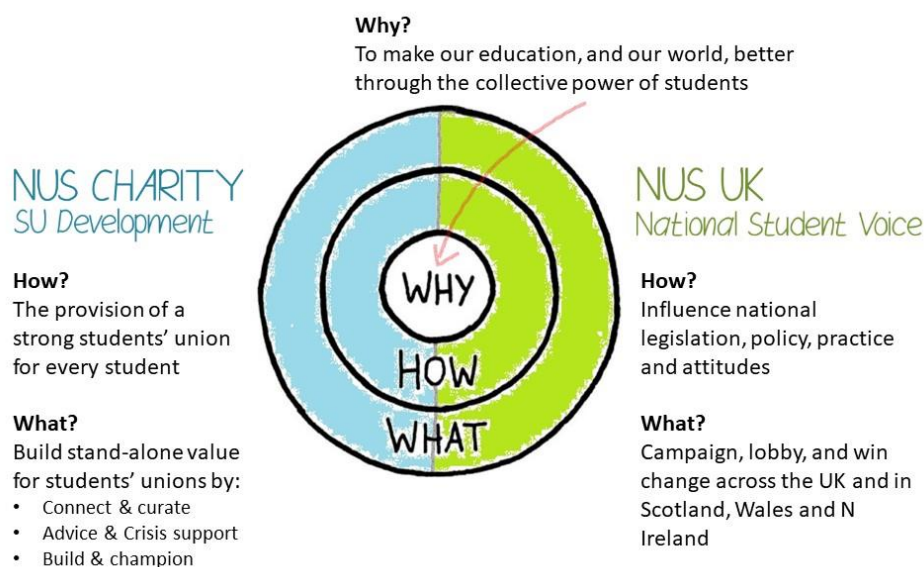
About NUS UK and NUS Charity

NUS UK and the NUS Charity share a purpose – **to make our education, and our world, better through the collective power of students.**

NUS' purpose is to bring about ahead-of-the-curve change at a scale that students and SUs couldn't achieve alone.

NUS Charity's purpose is to make sure that every post-16 student in the UK has an amazing students' union.

The two organisations collaborate and work together 'shoulder-to-shoulder' to mutually benefit each other, students' unions, and students. The collaboration comprises sharing of board members, working together on projects and services, as well as a group of shared staff. Students' Unions can choose to affiliate to one, or both of the organisations.



About HR Committee Members

We are now seeking three new members of our HR Committee with an enthusiasm for our work and a passion to harness our collective ambitions. We need members who can support a high performing staff team, ensuring NUS can exist and thrive in the future.

As a HR committee you'll attend meetings, scrutinise policies, look at staffing initiatives, review diversity data and support our work. You'll get involved in key current work like assessing NUS UK's reduced working hours trial. You'll have a role in overseeing risk management and supporting our HR function in line with our strategies.

The HR Committee

In order to achieve our aims, effective oversight of our Human Resource is essential. The HR Committees supports and assists the NUS to make sound human resource decisions and advise the Boards on appropriate courses of action in this area

The HR Committee considers, makes decisions and gives recommendations on a range of subjects. This includes strategic oversight and responsibility in the following areas:

- Staff Recruitment and Induction;
- Training and Development of Staff;
- The setting and monitoring of HR procedures and policies;
- Continuity planning;
- The organisation's staffing and Remuneration benefits for staff

The committee as a whole has responsibilities to:

- Act as a single body;
- Ensure the organisation has a clear strategy or set of goals;
- Ensure the work and goals of the organisation are in line with its stated vision, usually defined in NUS UK's Articles;
- Keep a check on the organisation's finances and activities;
- Act in accordance with the Nolan Committee's Seven Principles of Public Life; and
- Champion the values of our organisation.

NUS expects all committee members to read and agree to our volunteer code of conduct, a confidentiality agreement and a committee member agreement.

About you

We are looking for members with a background and expertise in Human resources. This could be as a HR professional, someone who has worked in talent and recruitment, as someone with an expertise in equality and diversity or as a manager with hands on experience of HR. Or you could have another relevant expertise or experience in the field we haven't listed here. Prior board or committee experience is not essential.

As a committee member, you will help NUS ensure effective governance arrangements are in place and rigorously monitor performance.

To help students shape NUS' future direction, you will need to be able to think strategically, be creative and bring a range of different perspectives to the to the committee to ensure we have an efficient and sound financial operations.

You will be the kind of person who would feel comfortable working in a student-led, democratic environment and who values equal opportunities. You will need to use a highly collaborative style to deliver real progress against a challenging, political mission.

This is a non-political role and committee members are not in place to shape the political and campaigning decisions, but they are in place to ensure we have a sound organisation with the best resources and finances in place to enable us to campaign.

As a committee member you will scrutinize and oversee the HR strategy and approach of the organisations. The committee regularly reviews policies; monitors grievance, disciplinary and code of conduct cases; monitors equality and diversity; discusses and approves any larger changes such as staffing structures.

Skills and expertise

We are seeking to recruit the widest possible pool of talent to be committee members. We need people who can perform the role of a committee member in overseeing HR and organisational development.

We're particularly keen to hear from candidates who might have the below skills, qualifications and experience:

- Relevant HR qualifications and accreditations
- Experience at a senior level of HR management
- Recruitment and selection
- Equality and diversity expertise
- Understanding of organisational risk
- A collaborative approach and supportive nature

We want a wide range of applicants with a diverse range of skills who share a common belief in the power of students to make change.

We're totally committed to equality of opportunity for all. We welcome applications from individuals regardless of their age, disability, ethnicity, gender, race, religion, sexual orientation. We particularly welcome applications from black, asian and minority ethnic candidates, as they are currently under-represented as Directors of NUS UK and within the sector more broadly.

Time commitment

The expected time commitment would be:

- Attend 4 x meetings per year. Meetings are typically 4-5 hours and happen every quarter.
- Meetings will usually take place online though there may be a need for certain meetings to be face to face, in which case travel time will be necessary (travel and subsistence expenses will be paid for)
- Approximately 2 hours prep time per meeting
- In certain circumstances there may be a need to attend further ad hoc meetings or discussions with the Chair/staff.

What you get out of volunteering

Volunteering

Volunteering is a great way to give back and share the knowledge and expertise you have gained. NUS is a unique place to spend some time volunteering. Through the voices of 7million students we work to create a better world and support students to drive change.

Expenses

All reasonable expenses will be covered by us for the duration of your service as a volunteer. At all meetings lunch and beverages are provided, travel is arranged by us at no expense to you and any additional costs you incur due to travel are refunded.

Support

We value the Directors of NUS UK and seek to support them as volunteers. Feedback is a valued part of your experience and throughout your term you will be given opportunities

to feedback on your experience. During your term any additional access needs or requirements will be supported.

Induction

We provide a comprehensive induction for board and committee members. In this induction we ensure that committee members understand the organisation's long term strategy and goals for the year ahead, are aware of the organisational risks and understand their responsibilities. The boards and committees also set out a plan for the year ahead on how they will work together, see the meetings working and ensure we receive value from their expertise.

Meeting others

This is a great opportunity to work with passionate, talented and experienced people from a diverse variety of backgrounds. This role will enable to you make great connections with student representatives, other trustees and colleagues which in turn will develop you as a person and in your career.

How to Apply

To apply for this position please email your CV (or a link to your LinkedIn profile) and a Cover letter that outlines how your skills, experience and qualifications match the ambitions for the role set out in this pack.

The covering letter provides you with the opportunity to explain your motivation, as well as highlighting how your experience and achievements fit with the requirements of the role.

To apply please email your CV/linkedin profile and covering letter to membership@nus.org.uk

The deadline for application is Thursday 12 June, 12 noon. Interviews are due to take place w/c 23 June.

If you would like an informal chat about the role ahead of applying please let us know via email to membership@nus.org.uk

