



# Student Trustee Recruitment Pack

Kensington Gore  
London  
SW7 2EU

Email: [george.blake@rca.ac.uk](mailto:george.blake@rca.ac.uk)

Dear Applicant,

Thank you for your interest in becoming a Student Trustee of the Royal College of Art Students' Union (RCASU). We are a dynamic charity with a bright future and are always looking for ways to improve and to serve our members - the students of the RCA.

A strong and active Board of Trustees is essential to the RCASU, as we endeavour to build on our past successes and continue to look to the future. With a 2022-27 [strategic plan](#), a refurbished bar, student space and Students' Union office, it's an exciting time for the RCASU. To support ongoing strong Students' Union governance and achievement of our strategic goals, we currently have a vacancy for an external trustee to provide additional external perspective to the Board. Helping to ensure that everything we do, while being led by students and in their best interests, is also compliant with best charity practice.

Our current vision is that every student will have an excellent student experience at the RCA. Our mission is to enrich the student experience through opportunities, support, influence and action. We have achieved a lot but there is more we aspire to. As you can see from our Strategic Plan, we are ambitious and want to have a real impact for our members and to ensure that students are at the heart of the organisation.

## Our Values:



This pack should provide you with everything that you need to support your application; it contains:

- Role description and person specification
- Governance and Management arrangements
- Organisational Structure
- Application Form
- Student Trustee declaration Form
- Equal Opportunities Monitoring form

Yours faithfully,

Jacqui Moore  
Chair of the Trustee Board

*George Blake*  
Director, Students' Union

## Role Description

### Purpose

The Trustees are ultimately responsible, individually and collectively, for all activity within RCASU.

The Board of Trustees is responsible for:

- setting the vision and values of the organisation;
- ensuring the delivery of organisational purpose;
- the development and agreement of a long-term strategy;
- approving and monitoring plans to deliver the strategy;
- providing support to the Director

### Key responsibilities

All Trustees have a duty to:

- ensure that the RCASU acts in accordance with its charitable objects and governing documents;
- ensure that RCASU remains true to its Mission, Vision and Values;
- help RCASU achieve its objectives and benefits the members;
- ensure that the RCASU complies with all relevant legislation and regulations;
- ensure that the RCASU does not undertake activities that put its financial stability, members or reputation at undue risk;
- work with other Trustees and staff in a constructive manner;
- participate fully in Board meetings;
- use their personal skills and experience to ensure the RCASU is well run and efficient;
- seek professional external advice where there may be a risk to the Union or where the Trustees may be in breach of their duties;
- add value to the Board and the Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

## Person Specification

	Essential	Desirable
<b>Knowledge</b>		
A good understanding of the issues affecting students at the RCA.		x
Awareness of the current issues affecting Higher Education.		x
<b>Skills</b>		
The ability to constructively question ideas.	x	
The ability to value and appreciate different perspectives and opinions.	x	
The ability to think strategically and make informed decisions.	x	
The ability to scrutinise financial documents	x	
The ability to communicate effectively with people at all levels.	x	
<b>Values</b>		
An individual who is committed to equality, diversity and inclusion who actively seeks to remove barriers to equality.	x	
A role model who consistently demonstrates honesty and integrity.	x	

The post of Trustee is voluntary and unpaid.

### Equality of Opportunity & Diversity

The RCASU is committed to the principles of equality of opportunity and will endeavour to meet the needs of any candidate who fulfils the requirements of the person specification.

At the RCASU, we take inclusion and diversity seriously. We know that getting this right is critical for us to live our organisational values: Independence, Transparency, Equality, Inclusivity and Sustainability.

We are always trying to improve our way of working to be more inclusive and equal. Everyone is welcome and supported in their development at all stages in their journey with us.

## **Expenses**

All out-of-pocket expenses will be refunded. This will include reimbursement of travel costs to all meetings, and other reasonable costs incurred whilst carrying out the duties of being an RCASU Trustee.

## **Term of Office**

The term of office is up to 1 year currently, this may be renewed for a further term of office.

## **Expected Time Commitment**

The time commitment for this post is expected to be approximately 8 days a year plus preparation time. This includes attendance at all Board of Trustee meetings (1/2 day each, 4-6 a year, including attendance at the annual trustee training event (1 day a year). Meetings are hybrid, so trustees may join online, although we encourage the board to attend in person as much as possible in order to experience campus life in London.

It is anticipated that Trustees will also join one of the subcommittees who meet at least twice a year and will be available on email as required between meetings.

## **Training and Development**

The RCASU will provide an opportunity to meet elected officers and staff of the Union.

The RCASU will also support and fund other relevant training that will benefit Trustees in their role.

# **Governance and Management**

## **The Trustees**

The governance of the Union is provided by the Trustees of the RCASU who are up to three sabbatical officers, four external trustees and up to four student trustees.

The sabbatical officers are elected each year by and from the student membership of RCASU. The sabbatical officers take a year out of their studies (or immediately after graduating) to serve as a trustee; they can stand for re-election for a second year if they choose, but can serve for no more than two years. Unlike the trustees of most registered charities, the sabbatical officers are paid a wage as an employee.

The student trustees have all the responsibilities of being a trustee, but are still studying and fulfilling their duties on a 'part-time' and voluntary basis. They apply to the Board for the position.

The four external trustees are recruited for their skills, knowledge and experience in order to support and guide the other trustees. We aim to have a balance of skills to ensure that the Board has some level of expertise in all relevant areas.

## **Chair**

The Chair of the Board of Trustees is currently one of the external trustees. They are responsible for chairing meetings of the Board, and acting as an ambassador of the Union to external stakeholders and the wider public.

## **Meeting arrangements**

The Board of Trustees currently meets at least six times per annum. The meetings take place at the Kensington Campus or online and take approximately 2 hours.

The Board is supported by subcommittees which are all chaired by External Trustees; the Finance Committee which meets at least 6 times a year has delegated responsibility for overseeing and scrutinising all aspects of the RCASU's finances; and the Remuneration Committee which meets at least twice a year.

## **Further Information and Questions**

For an informal conversation, further information or any questions about this opportunity, please contact George Blake, Director [george.blake@rca.ac.uk](mailto:george.blake@rca.ac.uk)

## **Applications**

To apply please submit a completed application form which can be found in this pack. Candidates are also required to read and sign the Trustee Declaration and we would be grateful if you would complete the Equal Opportunities Monitoring Form.

Applications can be sent by email to [george.blake@rca.ac.uk](mailto:george.blake@rca.ac.uk)

## Student Trustee Application Form

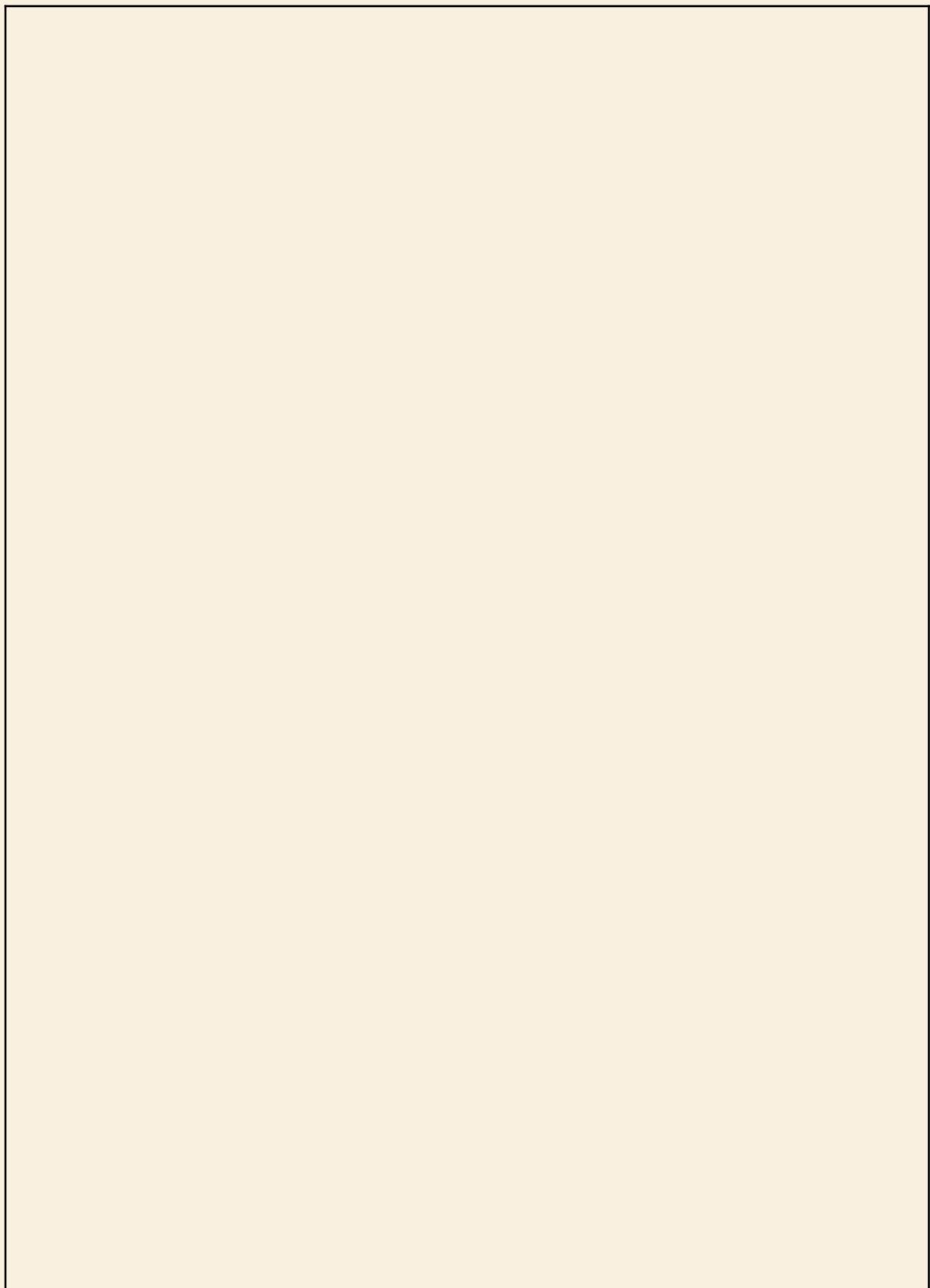
*Please complete all sections*

<b>Position Applied For: Student Trustee</b>
<b>PERSONAL DETAILS</b>
Title:
Last Name:
First Name(s):
Address:
Post Code:
Telephone Number:
Mobile Number:
Email Address:
NI Number:

<b>EMPLOYMENT or VOLUNTARY POSITIONS HELD IN THE LAST 5 YEARS</b>				
Length of service Date from - to	Name of Employer	Post Title	Reason for Leaving	

#### **REASONS FOR APPLYING**

Please tell us why you are interested in becoming a Student Trustee of the Royal College of Art Students' Union and how you fulfil the person specification. Please continue on a separate page if necessary.



## Trustee Declaration

### Eligibility to be a Trustee?

You are **not** allowed to be a trustee if you:

- Are under 16 years of age.
- Have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent.
- Are un-discharged bankrupt.
- Have made compositions with your creditors and have not been discharged.
- Have at any time been removed by the Commissioners or by the court in England, Wales or Scotland from being a trustee because of misconduct.
- Are disqualified from being a company director
- Have failed to make payments under the county court administrator's orders.

If you are in any doubt about your eligibility to act as a trustee you should either seek your own legal advice or contact the Charity Commissioners

I confirm that I am eligible to be a charity trustee

YES

No

### Criminal Convictions and Disclosure Barring Service Checks

This post is covered by the Rehabilitation of Offenders Act 1974. This means you must provide details of only those criminal convictions that are not 'spent' under the terms of the Act. You may wish to contact the Probation Service about whether any convictions are regarded as spent before signing the declaration. This information will be kept in confidence and will be discussed with short listed applicants at the interview, only if the conviction is considered relevant to the post.

Some posts within the Students' Union will require post holders to undertake a Disclosure Barring Service check. Please note criminal record or conviction is not necessarily a barrier to trusteeship with the students' union

Do you have any un-spent criminal convictions

YES

NO

If successful, do you consent to have a Disclosure Barring Service enquiry?

YES

NO

I declare that the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored.

Signed

Date

## General Details

Are you currently eligible to work in the United Kingdom?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
Do you currently have an application for a visa/entry clearance with the UK Border Force?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
Have you previously applied for employment with the Union?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you previously applied for employment with the Union?</p> <p>If yes, please give details of post(s) and date(s):</p>    		
<p>Are you related to a member of the Union Staff?</p> <p>If yes, please state who and nature of relationship:</p>   		
<p>Where did you see the position advertised?</p>		
<p><b>DATA PRIVACY</b></p> <p><i>I understand that my data will be processed by the Union in accordance with the requirements of the Data Protection Act 1998. It will be used for administrative purposes to communicate with you, to consider your application for the role and analysis for management information, statutory returns and provide anonymous equal opportunities monitoring. This information will be held securely for at least 6 months.</i></p>		
<p><b>DECLARATION</b></p> <p>To the best of my knowledge and belief, the information contained in this form is accurate. I understand that giving false information, or failure to supply details, will invalidate an appointment to the position of Trustee and may lead to the termination of that appointment.</p>		
Signed		Date
<p>Please return completed application form to <a href="mailto:george.blake@rca.ac.uk">george.blake@rca.ac.uk</a></p>		

## **EQUAL OPPORTUNITIES MONITORING FORM**

*The completion of this form is not compulsory.*

### **CONFIDENTIAL**

In accordance with its policy on equal opportunities in employment, the RCASU will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

<b>PERSONAL DETAILS</b>			
First Name		Surname	
Date of Birth		Age	
<b>GENDER</b>			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Other - Please specify:		Prefer not to disclose	<input type="checkbox"/>
<b>MARITAL STATUS</b>			
Single	<input type="checkbox"/>	Married	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Other - Please specify:	<input type="checkbox"/>
<b>SEXUALITY</b>			
Bi-sexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to disclose	<input type="checkbox"/>

ETHNIC ORIGIN			
White		Black or black British	
A) British	<input type="checkbox"/>	M) Caribbean	<input type="checkbox"/>
B) Irish	<input type="checkbox"/>	N) African	<input type="checkbox"/>
C) Any other white background	<input type="checkbox"/>	P) Caribbean	<input type="checkbox"/>
Mixed		Other ethnic groups	
D) White and black Caribbean	<input type="checkbox"/>	R) Chinese	<input type="checkbox"/>
E) White and black African	<input type="checkbox"/>	P) Other ethnic groups - Please specify:	<input type="checkbox"/>
F) White Asian	<input type="checkbox"/>		
G) Any other mixed background	<input type="checkbox"/>	Z) Not stated	<input type="checkbox"/>
Asian or Asian British		Other - Please specify:	
H) Indian	<input type="checkbox"/>		
I) Pakistani	<input type="checkbox"/>		
J) Bangladeshi	<input type="checkbox"/>		
K) Other Asian background	<input type="checkbox"/>		
RELIGION OR BELIEF			
Christian	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
None	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Other - Please specify:			

<b>DISABILITY</b>			
<p>Disability is defined by the Disability Discrimination Act as:</p> <p>A physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months.</p>			
Are you a disabled person as defined by the Disability Discrimination Act?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please tick below			
Declared disabled	<input type="checkbox"/>	Information refused	<input type="checkbox"/>
Deaf or serious hearing impairment	<input type="checkbox"/>	Blind or serious visual impairment	<input type="checkbox"/>
Physical impairment or mobility issues	<input type="checkbox"/>	Cognitive impairment (e.g. Autistic Spectrum Disorder)	<input type="checkbox"/>
Long standing illness or health condition (e.g. Diabetes, Cancer)	<input type="checkbox"/>	Specific learning disability (e.g. Dyslexia)	<input type="checkbox"/>
General learning disability (e.g. Downs Syndrome)	<input type="checkbox"/>	Mental health conditions (e.g. Depression)	<input type="checkbox"/>
Other - Please specify:			

Thank you for taking the time to fill in this form. Please return it with your application to  
[george.blake@rca.ac.uk](mailto:george.blake@rca.ac.uk)