



Student Trustee

Recruitment Pack

UCB Guild of Students

From all of us at University College Birmingham Guild of Students, we want to thank you for your interest in joining the team. As the students' union for all students across UCB, our work is wide-ranging and hugely rewarding, with over 15,000 interactions recorded with students in 2025-26.

Over the past few years, the Guild has been on a journey of growing and developing our membership services and, in 2024, we attained NUS Quality Students' Union status in recognition of our strong foundations. Now, each year, our work reaches around 10,000 unique students through clubs/societies, social activities, campaigning, direct support, independent advice, and academic representation. As of 2026, 85% of our students in the National Student Survey agreed that we effectively represent their academic interests, placing us in the top 10 SUs for the providers recognised by the Times Higher Education.

At the Guild, we value dynamism, ambition, inclusion, supportiveness, and being dependable. We are committed to being a brilliant place to work and a close-knit team that gets the best results for our students. If you want to join us, we would love to hear from you!

We believe that diverse perspectives make us stronger. We welcome applications from people of all backgrounds, experiences, and identities so that we can reflect the full richness of our student community at UCB.

We are committed to creating an inclusive workplace where everyone can belong, contribute and thrive.

About our Members

UCB Guild of Students is the students' union for some 12,500 students studying at University College Birmingham. As soon as a student enrolls, they're automatically a member of the Guild no matter what course they're on.

As of 2026, we work each year with roughly:

- 650 apprentices
- 4,000 college and Sixth Form students
- 8,000 undergrad and postgrad students

UCB's strategic aim is to 'put knowledge to work', so our members study a wide range of skills-based courses. Our members are makeup artists, business consultants, web and AI developers, and bakers. We believe there's no other provider offering such a wide range of education in the region, and we aspire to be a students' union that can have a positive impact for the full diversity of our membership.

Many of our students are from the West Midlands, where most are the first in their family to access higher education. We work in partnership with UCB to deliver an ambitious Access and Participation Plan, in which 15 Guild activities support the access, retention, success, and progression for our members.

We're excited to also work with a wide range of international students, and represent the specific issues for students coming world-wide to be a part of our community.

How We're Run

As a membership organisation, the Guild is driven by students and supported by a team of staff. Each year, students elect a team of 3 full-time Officers who represent their interests and work year-round to create the changes that they want to see.



Soham Chougale
Education



Khushi
Equalities and Wellbeing



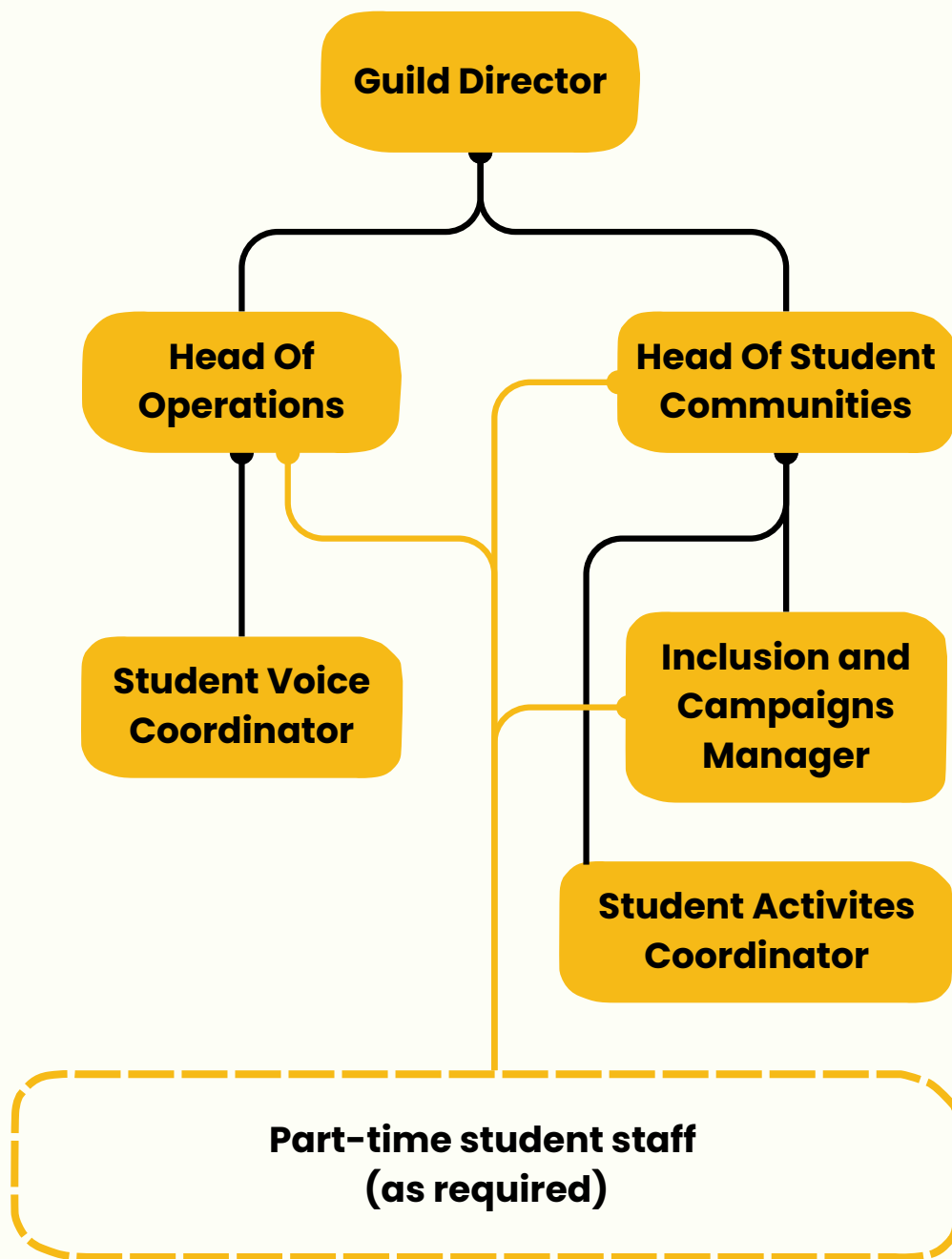
Mahdeen Bin Ddoha
Societies and Activities

Students also elect 2 part-time Officers in each of the three areas above, who volunteer alongside their studies.

All of our Officers run in our elections based on a manifesto that they create, which forms the basis of an Annual Plan for the Guild each year. Whilst Officers drive the political agenda, a team of staff work with them to ensure that they have the supports needed to achieve their ambitions during their year-long term.

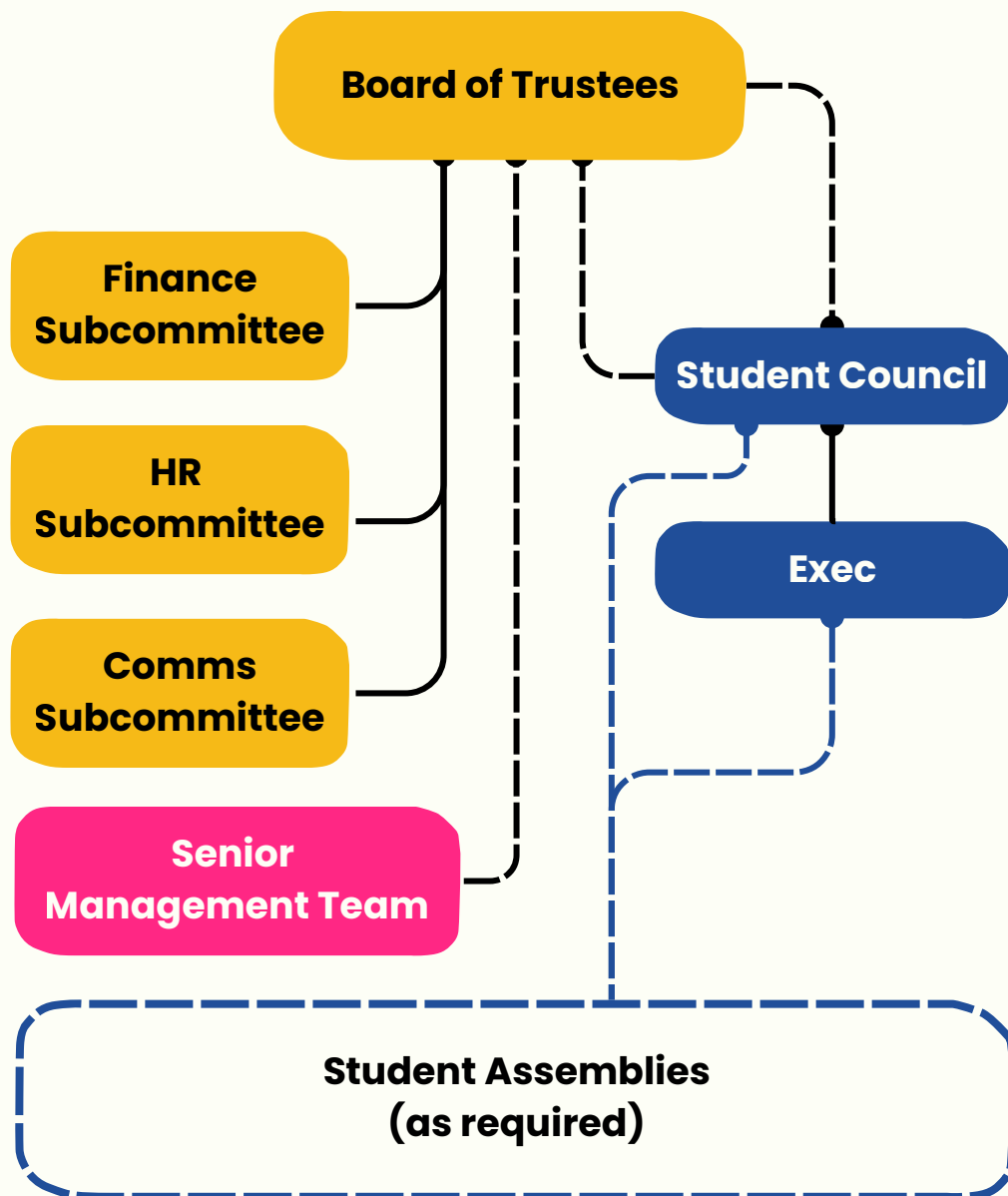
In addition to the Officers, the Guild works with around 550 Course Reps each year (across FE and HE), roughly 60 Club or Society Leaders, and volunteers supporting various EDI initiatives or other projects.

Supporting Staff



The staff team operate across two departments: Operations (overseeing HR, finance, and officer success), and Student Communities (overseeing student opportunities and campaign engagement). The Guild Director reports to a Board of Trustees.

Committees



As a charity, a Board of Trustees is responsible for decision-making but achieves this in practice through:

- three Subcommittees of trustees and staff advisors
- the Senior Management Team, who advise Board members through the Director
- Exec (regular planning meetings of all Officers), Student Council (who direct student-led political policy and hold officers to account), and occasional Assemblies on specific issues

About the Role

As an independent charity, the Guild has a Board of Trustees, who are collectively responsible for our overall health, sustainability, and strategic direction. As a Student Trustee, you will help ensure that the Guild acts in the best interests of its members (UCB students) and is making the right decisions for our future. You'll also have the chance to join the Finance, HR, or Communications and Engagement Subcommittee.

This voluntary role works alongside the other members of our Board, where we have:

- 3 external members, who bring outside special knowledge
- 1 university member, who is a governor for UCB
- 3 Officer Trustees (the elected full-time officers)
- 4 Student Trustee roles

Being a trustee is a brilliant opportunity to gain experience of boardroom decision-making whilst shaping the Guild's future. Our Student Trustees especially help to bring their 'on the ground' experience of UCB, and ensure that a wide range of voices are directing our work. With this in mind, we're especially keen to recruit Student Trustees with experience of further education at UCB, and from across each of the University's academic Schools.

Supporting you in the role, we'll provide access to training and informal contact outside of meetings, normally with the Guild Director or the Board's Chairperson. This will help you get familiar with some of the key decisions to be made, their background, and some of the key terms you'll be hearing.

Recruitment Information

Important Dates

As we have multiple spaces for Student Trustees, we will be recruiting on a rolling basis. Our first interviews will take place in mid-October, and roughly monthly thereafter depending on interest.

Time Commitment

Board meetings typically last 2 hours, four times a year. Occasional additional meetings with the Director or Trustees may take place on an ad hoc basis. You will also be invited to join a Subcommittee, which also meet quarterly for 2 hours.

We aim to offer flexibility to all volunteers offering their time to support the Guild.

Further Information

If you would like to find out more about the role, we invite you to contact Alex Harden-Way, the Guild Director, on alex@ucbguild.co.uk.

How to Apply

To apply, please complete our application form:
<https://forms.cloud.microsoft/e/jnVhQ5EfT7>

We look forward to hearing from you!



Student Trustee: Role Description

Purpose

As an independent charity, the Guild has a Board of Trustees, who are collectively responsible for our overall health, sustainability, and strategic direction. As a Student Trustee, you will help ensure that the Guild acts in the best interests of its members (UCB students) and is making the right decisions for our future.

About the Guild of Students

Since becoming an independent charity in 2018, the Guild of Students has become a hub of student life and advocacy, in-line with our mission to help every student at University College Birmingham achieve their potential. As part of our work, we run a Course Representative scheme of over 550 volunteers, lead change campaigns in students' interest, facilitate around 25 student-led clubs/societies, and organise exciting social opportunities for our students. Since our foundation as a charity, we have been recognised with several accreditations, including by Investors In People, Disability Confident, and most recently attained the National Union of Students' 'Quality Students Union' status.

The Guild is a close-knit team of three elected full-time Officers that lead our political and campaigning work: an Education Officer, Equalities Officer, and Societies & Activities Officer. The Officers are supported by a group of six career staff which we are keen to expand in order to develop the quality and breadth of our activities/services.

About the Role

As a trustee, you will be joining a range of fellow Board members including a member of UCB's own board, external trustees, the three full-time Officers, and other student members. The Board meets around 4 times per year for most of the day, but we are especially keen to welcome a candidate able to provide further support between meetings.

Student Trustees are eligible to also join one of the Board's Subcommittees based on their interest and experience. The Subcommittees cover: Human Resources, Finance, and Communication/Engagement.

The role of a trustee is voluntary and unpaid, but reasonable out of pocket expenses will be reimbursed by the Guild. You will receive all the appropriate

training in order to be successful in the role, and would be provided ad hoc support as needed by the Guild Director.

Further information and Adjustments

For an informal conversation about the role or to discuss the appointment process in greater detail, including any adjustments that we can make to ensure its accessibility, please get in touch with Alex Harden-Way, Guild Director, on alex@ucbguild.co.uk.

How to Apply

To apply, please complete this form: [Application form: Guild of Students Student Trustee – Fill out form](#).

Key Responsibilities

Governance and Oversight

- Contribute to decisions about the Guild's long-term strategy, finances, and risk management.
- Ensure the Guild operates within its charitable aims and legal obligations.

Student Voice

- Bring the perspective of UCB students to Board discussions and decisions.
- Help ensure the Guild remains relevant, inclusive, and responsive to student needs.

Accountability

- Monitor the performance of the Guild against agreed plans and budgets.
- Hold the Guild's Officers and staff team to account for delivering on commitments.

Compliance and Integrity

- Act in line with the Guild's values: Dynamic, Ambitious, Kind and Caring, Inclusive, and Dependable.
- Maintain confidentiality and declare any conflicts of interest.

Person Specification

Essential

- You must be enrolled as a current student at UCB.
- Commitment to improving the student experience.
- Ability to think strategically and make sound decisions.
- Willingness to learn about charity governance and legal responsibilities.

Desirable

- Experience of involvement in student activities or representation.
- Understanding of the Guild's role and services.
- We are seeking trustees who are able to commit for at least one academic year from the point of their appointment.