Thank you for expressing an interest in becoming the next Chief Executive of Exeter Students’ Guild.

The Guild exists to represent and enhance the experiences of over 21,000 students at the University of Exeter. We share a vision for the future where students are empowered to shape the world around them now, and in their futures. The opportunities and experiences we provide will be life-changing, memorable, and a significant catalyst for whatever our students may do in the future.

This is an exciting, yet challenging time to join the Guild. We have an ambitious vision to once again become one of the UK’s leading students’ unions. To achieve this vision however, we recognise that we have to change.

The Guild has been, and is currently going through, a significant period of transition, and our new Chief Executive, with strong support from the University and alongside our elected Full-Time Officers, will drive the next stage of this essential transformation. We are looking for someone who can lead us through this change, helping to modernise and shape our services into ones that are sector-leading, and that our members, staff and volunteers are proud of.

The successful candidate will be a transformational leader, with experience in delivering significant organisational and cultural change. You’ll be prepared to commit to the organisation’s long-term development, have an ability to build and nurture a culture of support, trust and transparency and provide high levels of coaching to both student leaders and staff. You will possess strong communication skills and bring to the role a solid understanding of developing effective user-led services.

Your experience may have been gained within the Higher Education sector, but we are also interested in candidates from other sectors and backgrounds who are motivated to deliver change in a student-led organisation, and can demonstrate a strong understanding of the importance of student voice, inclusion, representation and the need to create a sense of community and belonging for a diverse membership.

This is an incredibly unique opportunity to help reinvent an organisation that has an exciting future ahead. We truly believe that the Students’ Guild is full of potential; with all the right ingredients in place, including a dedicated and passionate staff team, a supportive Trustee Board and an excellent relationship with the University of Exeter.

We really hope you’ll want to join us in unlocking our potential and helping us to build a new future for the Students’ Guild.

Patrick Hoyle (Outgoing President 2019 - 2020) and Sunday Blake (Incoming President 2020 - 2021)
The University of Exeter is extremely proud of our longstanding excellent relationship with the Students’ Guild – one of the very best such relationships in UK higher education. At Exeter, our education is characterised by the partnership we have with our students in developing their own learning and helping them to become agents of change. We are an ambitious university, constantly seeking ways to improve, and the Students’ Guild is a central partner in achieving this.

I have been Vice-Chancellor at Exeter since 2002, and I have met regularly with the Chief Executive, President and Elected Officers of the Students’ Guild throughout this time. Our discussions focus on debating issues of shared interest and concern and finding solutions to affect positive change, working constructively together for the benefit of our students. The relationship is based on mutual respect and a genuine desire and commitment to support an outstanding student experience at Exeter. I have no doubt that the University of Exeter is a stronger and better place as a result of us constantly challenging and supporting each other, working alongside Falmouth and Exeter Students’ Union, which represents our students based at our Cornwall campuses.

It is for the Students’ Guild to choose its next Chief Executive, but my hope is that we will find an outstanding individual who will continue to build upon this constructive relationship, supporting our students to get the very best out of their education and promoting the outstanding student experience that the University of Exeter has to offer.

I will be retiring as Vice-Chancellor of the University of Exeter at the end of August 2020, but I know that my successor, Professor Lisa Roberts, is very much looking forward to working with the successful candidate in the years ahead and continuing to take our outstanding partnership onwards and upwards.

PROFESSOR SIR STEVE SMITH ACSS
University of Exeter Vice-Chancellor and Chief Executive
The Students’ Guild at the University of Exeter is the students’ union, led by students for students. We represent over 21,000 students and enhance their unique journeys at the University of Exeter by:

- Developing leaders who transform the student experience
- Supporting and creating opportunities for students to lead activity to benefit others
- Ensuring the student voice is strong and impactful
- Delivering focused and relevant services

OUR VISION

We empower the students at the University of Exeter to shape the world around them now, and in their futures. The opportunities and experiences we provide will be life-changing, memorable, and a significant catalyst for whatever our students may do in the future.

OUR VALUES

ACCOUNTABLE

The actions we take will be clearly linked to our vision, purpose and priorities and should demonstrate our values while being communicated properly.

STUDENT LED

This means that we represent all our students, the full student community at the University of Exeter. We place our members at the heart of our work to ensure that decision making at the University and Guild is completely relevant.

RESULTS FOCUSED

We always aim to achieve the very best for each other, being clear and concise in our expectations to meet the targets we set.

MOTIVATED AND EFFECTIVE

We consistently promote high standards and quality in all we do, across every department. Every department takes ownership for its delivery whilst working in partnership with other teams to deliver the best for our students.

DIVERSE AND EQUAL

We strive for equality within a diverse community and society. We understand and demonstrate that to achieve equality we will need to support some more than others and will go beyond the norm in achieving this.
We are a democratic membership organisation, and all students at the University of Exeter are automatically members of the Guild.

The Students’ Guild sits at the heart of the student experience which encompasses representation, support services, student activities and volunteering.

Our charitable purpose is the advancement of education of students at the University of Exeter for the public benefit.

FINANCE AND FUNDING
The Students’ Guild operates independently, and is funded primarily by the University through an annual block grant.

OUR TRUSTEE BOARD
The Guild is governed by a Board of Trustees, who are responsible for ensuring that we are acting within the best interests of Exeter students. The Board of Trustees is made up of four Full-Time Officers, four Student Trustees and four external Trustees, who are volunteers from external organisations that add knowledge and expertise to what we do.

Our Trustee Board is accountable to the Charity Commission and ensures that we make sound financial decisions, act within the law and respond to the needs of our members. Responsibility for the day to day operating of the Guild is delegated to the Chief Executive and staff team.

The Guild President is the Chair of the Board of Trustees. They are responsible for chairing Board meetings, leading the performance management of the Chief Executive and acting as lead ambassador of the Guild to external stakeholders and the public.
ACTIVITIES

The Students’ Guild offers approximately 300 societies on campus, meaning that there is something for everyone to dive into, either as an experienced devotee or someone wanting to try something new. From the Doctor Who Society to Exeposé our student newspaper, we cover a wide variety of hobbies, interests and cultures.

Our Activities team also support Exeter students to raise money for a variety of causes, helping make a positive difference to local, national and international communities. We have over 13 dedicated fundraising groups on campus, as well as our student-led group, Exeter Raise and Give (RAG), organising a multitude of events and challenges for Exeter students to take part in.

STUDENT VOICE

Democracy and collegiate decision-making are the core parts of what we as a students’ union do, and we make sure that student voice is a central factor in shaping the student experience and the decisions affecting their education. In order to ensure we represent the voice of our student members, we run Elections twice a year for the students who lead and represent all students; and support the elected Representatives through Subject Councils in academic representation and Guild Council for democratic student governance.

ADVICE

The Guild provides support to students with problems they might be experiencing during their time at University. Our experienced advice team offers a wealth of information and helps with students’ worries, from course problems and landlord issues to health worries or money difficulties.

“

At Exeter Students’ Guild there's always loads going on! Enabling students to deliver some really inspiring and exciting projects is one of the best parts of my job.

Abi Milne - Societies Coordinator

“
OUR FULL-TIME OFFICERS

The Full-Time Officers are elected each year by, and from, the student membership of the University. Our Officers take a year out of their studies (or immediately after graduating) to lead the SU, work on campaigns they’re passionate about, and to represent students’ interests at the highest level in the University.

Our 2019-2020 Full-time Officers are:

President
Patrick Hoyle
I lead the Students’ Guild in line with our strategy, and oversee the team of Full-Time Officers. I sit on several senior boards in the University, ensuring students’ are heard at the highest level.

Vice President Postgraduate (and incoming President)
Sunday Blake
I represent the wide and diverse community of postgraduate students, ensuring that their time at Exeter is the best it can be. This includes reviewing the current systems of support and advice and improving it based on student feedback, as well as focusing on transparency and communication.

Vice President Activities
Liv Harley
I support as many students as possible to get involved with societies, volunteering opportunities and fundraising activity and to become active members of the student – and wider – community.

Vice President Education
Penny Dinh
It’s my job to ensure that students’ views about teaching, learning and anything related to the academic experience are represented to, and acted upon by, the University.

Vice President Welfare & Diversity
Katie Head
I represent students on issues including mental health, equality, sustainability and personal safety and I work to ensure that our campuses are inclusive and welcoming for every student.
OUR LOCATIONS

The University of Exeter has some of the most beautiful buildings and grounds in the country, including lakes, parkland, woodland, gardens and even an outdoor swimming pool to enjoy throughout the year.

Although many of our services are based on the University’s Streatham Campus, the Guild also has a strong presence at the St. Luke’s campus, which is just over a mile away.

Our main office address is: Devonshire House, Stocker Road, Exeter, EX4 4PZ.

ABOUT EXETER

Exeter is described as a small city that packs a big punch. It has a rich history and a real sense of individuality. Its varied cultural and independent arts scenes are embraced by proud locals, and the city is renowned as one of the foodie capitals of the South West.

Exeter is located in the heart of Devon, surrounded by miles of countryside and set right on the coast, surrounded by beaches, hills and a cityscape of medieval gothic and Georgian architecture. It’s well connected by train to Bristol, Plymouth and London and its airport serves London, Manchester, Newcastle, Edinburgh Glasgow and abroad.

If coming to work at the Guild would mean relocating, you can find out more about the city at visitexter.com and visitdevon.co.uk.

“One of the things I really love about working at The Guild is how passionate the staff are on improving the student experience. As a part of the voice team, I help empower them to let their voices be heard – I see their confidence grow throughout the year and to me, that is really fulfilling.”

Kristi Haivala - Academic Impact Coordinator
FLEXIBLE WORKING
Our core office hours are 9:00 to 5:00, Monday to Friday, however we enable lots of our staff to work flexibly. We recognise the importance of helping our employees balance their work and home life and so we welcome suggestions and requests for flexible working, and whilst we can’t guarantee to accommodate every application, we do promise to carefully consider any request made.

EQUALITY, DIVERSITY & INCLUSION
We believe that everyone is unique in their own way, and are committed to ensuring our workforce reflects the diversity of the world and the communities we support. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability.

SALARY & BENEFITS
The role offers a competitive salary of £67,000 to £72,000 p.a. (the position is likely to be offered at the starting point of this scale, with annual progression subject to performance, unless the candidate demonstrates exceptional suitability for the role).

We are committed to providing a great range of benefits for our staff including:

- Employer contributions into a stakeholder pension scheme;
- A total of 6 weeks’ holiday per year (plus bank holidays and closure at Christmas and New Year);
- Access to sustainable travel incentives including cycle to work scheme, bike storage and subsidised travel on campus bus services;
- Access to the University Parking Permit Scheme for qualifying postcodes;
- Enhanced Parenthood leave and pay;
- Confidential employee advice service and assistance programme;
- Access to chaplaincy support via the University’s multi-faith chaplaincy team.

"Exeter Guild is full of passionate staff that care about doing the best for our students.
We all work hard and take pride in what we do.

Rob Bending - Director of Finance and Resources"
ABOUT THE ROLE

JOB TITLE:
Chief Executive

REPORTS TO:
Board of Trustees (via the Chair of the Board)

The Chief Executive is responsible for the development and leadership of a financially sustainable organisation that meets its charitable objectives by delivering first class services that meet the needs of its members.

JOB PURPOSE:
Under the direction of the Board of Trustees, the Chief Executive is accountable for the performance, management, development and sustainability of the Students’ Guild and responsible for developing and leading the Guild’s services, strategy and objectives in order to meet the needs of the membership and internal/external stakeholders.

The Chief Executive will ensure that all staff feel supported and motivated, and will share a vision for the future ensuring that the organisation understands and can deliver on its strategic priorities.

Supporting and coaching the Full Time Officers and Trustee Board, the Chief Executive has oversight of governance, ensuring that the elected leadership are empowered as key decision-makers and that the staff team share the purpose and vision of the organisation.

Enhancing the internal and external reputation of the Guild, the Chief Executive will network effectively within the University and local community, maintaining and developing effective partnerships built on trust and respect.

KEY ACCOUNTABILITIES, RESPONSIBILITIES AND DUTIES:
The Chief Executive will lead the development of the Guild in several core areas:

STRATEGY:
- Ensure the Students’ Guild has a strategy which reflects the needs of students, supports the University’s strategy and is designed to ensure a financially stable and resilient organisation.
- Ensure the new strategy is owned by Trustees, fully understood by staff and communicated widely to students and other key stakeholders.
- Ensure that the Guild can positively demonstrate that resources are being used effectively to deliver its strategic objectives.
- Ensure programmes of work are aligned to the strategy and enhance the student experience.
- Ensure that the strategy is flexible enough to respond to the needs of a membership organisation, address the priorities of elected student leaders and accommodates change in a fast-moving, ever-changing environment.
- Ensure that the strategy is monitored and delivered effectively by reporting on key performance indicators focused on the outcomes and impact of the Guild’s activity.
ABOUT THE ROLE

LEADERSHIP:

• Lead and maintain a high performing, inclusive organisational culture which meets the needs of its members.
• Support the elected leadership to review, implement and improve governance and democracy, ensuring that members are at the heart of the Guild and its activities.
• Have overall responsibility for meeting agreed objectives and key performance indicators through the efficient and effective management of staff, finances and other resources.
• Work effectively with the University of Exeter to maintain the Guild's position as an influential and strategic partner; representing the needs and interests of students, and championing the organisation as a force for change.
• Ensure compliance with legal, financial and probity issues in accordance with organisation, statutory and policy requirements.
• Ensure the values and policies of the Guild are reflected in all aspects of the organisation.

GOVERNANCE:

• Ensure that the Guild’s governing documents and policy framework are fit for purpose and reflect best practice within the sector.
• Ensure that the Board of Trustees and its committees are serviced efficiently and supported, inducted and developed effectively.

FINANCIAL MANAGEMENT:

• Ensure strong management systems and communication across the organisation that enable the Students’ Guild to be financially sustainable and robust for the future.
• Ensure that the Guild has a suitable budget which reflects its strategy and resources and that this is actively monitored and managed.

PEOPLE MANAGEMENT AND DEVELOPMENT:

• Act as the principal advisor in supporting and developing the Students’ Guild’s elected leaders.
• Ensure that all staff are aware of and working towards organisational objectives and key performance indicators, as well as the organisation’s strategy, vision, mission and values.
• Ensure strong performance standards are set to drive the ongoing development of the organisation.
• Facilitate effective and continuous communication amongst all Guild stakeholders, including: staff, members, volunteers, the Board of Trustees and the University.
• Develop and champion an organisational culture that is inclusive, values and celebrates equality and diversity and is focused on positive wellbeing.
## About You

<table>
<thead>
<tr>
<th><strong>Experience</strong></th>
<th><strong>Knowledge, Skills and Abilities</strong></th>
<th><strong>Values and Attitude</strong></th>
</tr>
</thead>
</table>
| - Effectively influencing, engaging and communicating with a wide range of diverse stakeholders.  
- Managing relationships at a senior level.  
- Leading, communicating and supporting others through change.  
- Implementing organisation-wide strategic plans.  
- Leading, managing and developing people. | - Excellent communication and interpersonal skills, and the ability to negotiate with, influence and engage stakeholders at all levels.  
- Skilled in driving change and supporting others through periods of significant change.  
- A basic understanding of student leadership and creating a student-led culture.  
- Good financial literacy and ability to interpret financial information.  
- Effective coaching skills, with a supportive approach to creating high performing teams.  
- Understanding of the components of a healthy workplace culture and the ability to lead an effective people strategy.  
- Appreciates the importance of meeting the needs of diverse audiences. | - A personal or professional interest in and commitment to equality, diversity and inclusion.  
- Values the importance of listening to and seeking to understand the lived experiences of others.  
- Keeps up to date with ongoing developments in the sector and demonstrates a commitment to continuous personal and professional development.  
- Committed to driving a culture of accountability, transparency and trust.  
- Able to communicate a shared vision that energises and inspires staff, student leaders and members.  
- Passionate about working in a democratic, student-led environment. |

| **Desirable** | - Experience working with or in a member-led, charitable organisation.  
- Implementing an Equality, Diversity and Inclusion strategic delivery plans.  
- Oversight of financial management, including formulation of budgets, planning, monitoring and control.  
- Working with a Trustee Board.  
- Producing written reports and presentations to a high standard. | - Ability to interpret and apply charity law and good governance standards.  
- An understanding of the issues, themes and trends affecting students and Higher Education.  
- Ability to interpret, analyse and draw conclusions from complex information such as committee papers and reports.  
- Strong IT and digital skills. |
The closing date for applications is 12:00 noon on Friday 24 July.

Please reserve the following dates in your diary when you apply:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for applications</td>
<td>12:00 noon, Friday 24 July</td>
</tr>
<tr>
<td>Longlist interviews</td>
<td>Wednesday 5 and Thursday 6 August</td>
</tr>
<tr>
<td>Final Interviews and Selection Day</td>
<td>W/C 17 August</td>
</tr>
</tbody>
</table>

Your application should include the following:

- A covering letter setting out the motivating factors in your application.
- A personal statement that demonstrates how you meet the requirements set out in the Person Specification.
- An up to date, detailed CV including all relevant employment history and expertise.
- A completed Equality Monitoring form, which can be downloaded from our website.

Please send your application to our recruitment partners, Atkinson HR Consulting, via e-mail to:

eleanor@atkinsonhrconsulting.co.uk

For an initial, informal discussion about the role, in the first instance, please contact:

Eleanor Walker: eleanor@atkinsonhrconsulting.co.uk

Conversations with the Chair of the Board and/or Interim Chief Executive can also be arranged through discussion with Atkinson HR Consulting.

“The Guild does some remarkable work and its potential is enormous. We can’t wait for our new Chief Executive to join us, so that together we can do great things for students.”

Daniel Carr - Advice Service Manager