



Undeb Myfyrwyr Wreccsam  
**Wrexham Students' Union**

# RECRUITMENT PACK

## External Trustee

Deadline: 5pm 31<sup>th</sup> October 2025



[www.wrexhamglyndwrsu.org.uk](http://www.wrexhamglyndwrsu.org.uk)

Wrexham Students' Union, Mold Rd, Wrexham, LL11 2AW

# Welcome

Hello!

Thank you for your interest in becoming a Trustee at Wrexham Students' Union (WSU). We are working hard to ensure that WSU is the beating heart of our thriving student community. We exist to empower every Wrexham University student to achieve their ambitions, make the change they want to see and maximise their time at university.

A strong and active Board of Trustees is essential for us as we go forwards to make WSU even better, aiding our continued success. We are looking for new Student Trustees to provide more strength and depth to the Board and to ensure that the Union continues to develop.

We are governed by a Board of Trustees comprising elected Sabbatical officers, Student Trustees and external non-student appointed Trustees. The Board is supported by a small team of career and student staff as well as volunteers.

[Find more information about our Board of Trustees here.](#)

You'll be joining at an exciting time for the SU. We have recently grown our staff team, including a new CEO and are working closely with the University on the development of Campus 2030. We are also currently working on our new strategy.

The Students' Union is a not-for-profit membership organisation, independent of Wrexham University, which currently has a student population of over 11,200 full-time and part-time students. This is a real opportunity to be involved in running a charity with a turnover of over £500,000, and to get more involved in your Students' Union – we hope you are excited to apply!

Further information can be found at [www.wrexhamglyndwrsu.org.uk](http://www.wrexhamglyndwrsu.org.uk)

This pack and associated links should provide you with everything that you need to support your application. If you have any questions, or would like an informal chat about the role, please contact Freya Groom, President of the Students' Union and Chair of the Board of Trustees, [supresident@wrexham.ac.uk](mailto:supresident@wrexham.ac.uk)

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# About Wrexham Students' Union

**Mission and Vision:** Wrexham Students' Union (WSU) is dedicated to empowering every student at Wrexham University to achieve their ambitions, make impactful changes, and maximise their time at university. The Union strives to be the beating heart of a thriving student community, fostering a supportive and inclusive environment where all students can flourish.

**Core Values:** WSU is committed to being reliable, dynamic, inclusive, and empowering. These values guide the Union's actions and initiatives, ensuring a responsive and adaptable approach to student needs and promoting inclusivity by removing barriers.

**Services and Facilities:** The Union provides a wide range of services, including advice, support, and social spaces like Glyn's Bar & Lounge, which serves as a central hub for student activities. The Union also supports numerous clubs and societies, offering students opportunities to explore new interests, develop skills, and connect with peers.

## Key Work:

1. **Student Wellbeing:** WSU promotes a healthy university experience through various events and support services aimed at enhancing student welfare.
2. **Academic Support:** The Union offers advice and resources to help students achieve academic success and gain additional skills for life beyond university.
3. **Advocacy and Representation:** WSU ensures that student voices are heard in University decision-making processes, advocating for student interests at both local and national levels.

**Future Focus:** WSU is focused on expanding its services, enhancing sustainability practices, and fostering a more inclusive community. The Union is committed to continuous improvement and adapting to the evolving needs of its members.

For more information, you can explore [WSU's website](https://www.wrexhamglyndwrsu.org.uk).

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# Board of Trustees



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# The role of a Trustee

The successful candidates for the position of a external Trustee will become members of the Students' Union Board of Trustees. This is a voluntary role (reasonable expenses paid) and an exciting opportunity to gain experience as a director of a charity.

## Who is on the Board of Trustees?

The Board comprises up to 10 members and meets at least five times a year to carry out its business. Trustees are elected (or selected) via the criteria established within the Union's Articles of Association to ensure both student leadership and the recruitment of professional expertise. The full Board comprises:

- Two Sabbatical Trustees
- Two Student Trustees
- Four External Trustees

## What does the Board of Trustees do?

The Trustee Board is responsible for the overall strategy, management and finances of the Students' Union. The focus of the Board of Trustees is to ensure that the resources of the Students' Union are applied effectively for the purposes of, and furtherance of, its aims and objectives

# The role of a Trustee (Cont.)

It is the Board's responsibility to:

- Give strategic direction, determining and safeguarding the mission and vision of the Students' Union.
- Take the decisions required for the proper control and management of the Students' Union.
- Ensure that there is a clear structure for governing the organisation, including defining the role of any focus groups or committees.
- Ensure that the Students' Union has adequate financial resources for its activities.
- Act prudently to protect the assets and property of the Students' Union.
- Ensure that the Union complies with its own governing documents, relevant laws and the requirements placed upon it by its funders and/or other bodies.
- Review the risks to which the Union is subject, act to mitigate those risks, and ensure sound risk management.
- Deal with the appointment, assignment, appraisal, grading, suspension, dismissal and determination of the pay and conditions of service of the Chief Executive Officer.
- Act as a responsible employer.
- Constitute committees to carry out the required duties of the Board effectively.

# External Trustee Person Specification

While we are especially interested in candidates with HR or financial oversight experience, we welcome applications from individuals with diverse skills and backgrounds.

	Essential	Desirable
<b>Experience and Background</b>		
Experience with employment law basics		
Senior leadership oversight		
People and culture governance		
Evidence of successfully undertaking a leadership and/or governance role (this could be through work, personal life or voluntary experience)		
Experience of working in or with a charity or voluntary organisation (including maybe as a Trustee) and an understanding of good governance		
Experience of dealing with the interpretation of complex information and business planning		
Experience within Charity finance.		
Financial literacy and risk and reserves oversight experience		
<b>Knowledge</b>		
Knowledge or experience of the Students' Union sector		
Knowledge of the student community		
Knowledge of the University sector		
Knowledge of relevant legislation and statutory requirements, including charity law, employment law and/or health and safety law		

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# External Trustee Person Specification (Cont.)

	Essential	Desirable
<b>Skills and Abilities</b>		
Commands confidence, with the skills and awareness to develop productive relationships with a range of stakeholders		
Sound judgement and ability to think corporately and strategically; ability to handle competing priorities and make informed decisions		
Strong communication skills, with the ability to relate to and communicate effectively with people at all levels		
A resourceful individual who has credibility because of what they do and how they do it with good independent judgement		
Able and willing to devote the necessary time and effort to the role		
Ability to think creatively and willingness to speak their mind		
Ability to work effectively as a member of a team		
Able to contribute to developing and delivering the Union Strategy		
<b>Values and Attitudes</b>		
Champions diversity, equality and accessibility.		
Upholds and promotes the highest standards of integrity, transparency and ethical governance.		
An effective leader who is positive, determined and resilient enough to cope with the demands of the role, and to sometimes make difficult decisions		
Acts with honesty, transparency and in the Union's best interests.		
Able to balance confidentiality with the need for transparency.		



# Terms and Conditions

The post is an unpaid position. Appropriate expenses will be paid in line with the Students' Union's policy. Your term of office will be for **two years** from your start date.

You may be removed from office via the process outlined in the Articles of Association.

Meetings are held as often as Board business requires, but a minimum of four times per academic year. Committees also meet around four times a year each, and Student Trustees will be expected to be a member of at least one committee.

Under the Charities Act 2008, you are disqualified from being a Student Trustee if:

- You are under 18 years of age
- You have been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- You are an undischarged bankrupt
- You have ever been removed from office as a charity trustee by a Court or by the Charity Commission
- You have been disqualified under the Company Directors Disqualification Legislation
- You have made compositions with any creditors from which you have not been discharged

Please note Trustees are not eligible to hold paid positions within the Students' Union for a period of two years following the conclusion of their term of office.

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# To apply:

- Send your CV, plus a supporting statement detailing why you are applying for the position and how you meet the requirements to Freya Groom, President and Chair of the trustee board - [supresident@wrexham.ac.uk](mailto:supresident@wrexham.ac.uk)
- Your supporting statement should be no more than two sides of A4.
- Your supporting statement should show how you meet the requirements described in the person specification in this pack.
- The closing date for applications is 5pm on the 10<sup>th</sup> of October 2025.

Yours faithfully,



Freya Groom  
President



Marc Caldecott  
CEO

Further information on the role of trustees can be found from the [Charity Commission](#) or the [National Council for Voluntary Organisations](#) (NCVO).

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