

**Students'
Union**
Bath Spa

Candidate Information Pack

Head of Membership Engagement / Deputy CEO

Head of Operations & Business Development

Introduction

Thank you for your interest in working for Bath Spa University Students' Union.

We are committed to attracting and recruiting candidates from a diverse range of backgrounds. We firmly believe that our team should include a variety of experience, personalities, skills and outlooks to enable us to truly represent the cultural diversity of Bath Spa students.

We particularly welcome applicants from diverse backgrounds and have developed a range of policies to support every member of our team to achieve their full potential here at the Union.

We are looking for two exceptional, inspiring individuals to help lead our team in to the future as part of a major staffing review.

Both roles will work alongside our Chief Executive as part of our Senior Leadership Team, helping to lead the organisation through this period of transformation, ensuring we make a positive impact to the experience of current students and shaping our future strategy.

The Union

Bath Spa Students' Union is a small but ambitious organisation, representing around 7400 students across a number of campuses based in and around the beautiful world heritage city of Bath.

We have a long standing commitment to equalities, being the National Centre for Diversity's Students' Union of the Year in 2017 and 2018 and being the recipient of the NUS Peoples Award in 2018. We are proud to be a Mindful Employer charter signatory.

As a charity, the Union employs around 20 career staff and up to 30 student staff who deliver a wide range of services and representative functions for students.

As an organisation we are committed to our core values, and are looking for leaders who can embody our values by:

- being ambitious, passionate, dedicated, committed & motivated;
- being team orientated: equally valued and respectful of colleagues;
- being professional & taking responsibility;
- empowering others and being willing and available to help and support;
- ensuring the effective planning and delivery of work; and
- demonstrating motivational leadership.

In return we offer:

- Generous annual leave – 33 days plus the 8 bank holidays and 3 additional closure days
- Flexi time system
- Generous pension scheme and life cover
- Employee assistance programme

- 24 / 7 Advice line to support positive mental health
- Subsidised eye tests / spectacles
- Discounted gym membership

The Roles

The successful candidates will be joining the organisation at an important and challenging time. We need people who will relish shaping our future and driving change. You will understand the importance of delivering and demonstrating our impact to a constantly changing and diverse membership.

You will be a skilled communicator, capable of building strong internal and external partnerships.

You will be a self-starter, capable of turning strategic ambition in to reality. You must be able to make well informed decisions which combine the practical with creativity and innovation in pursuit of excellence.

You will need to be a supportive, flexible leader who can lead a team of professional staff, student staff and representatives to create a collaborative, learning culture that is committed to continuous improvement, challenging the status quo and driving forward change.

Alongside the Chief Executive, and wider Senior Leadership Team, you will play a significant role in the future development of Bath Spa SU by providing high-quality strategic advice to the Board of Trustees and leading on relevant strategic themes and values.

The Head of Membership Engagement and Deputy CEO will:

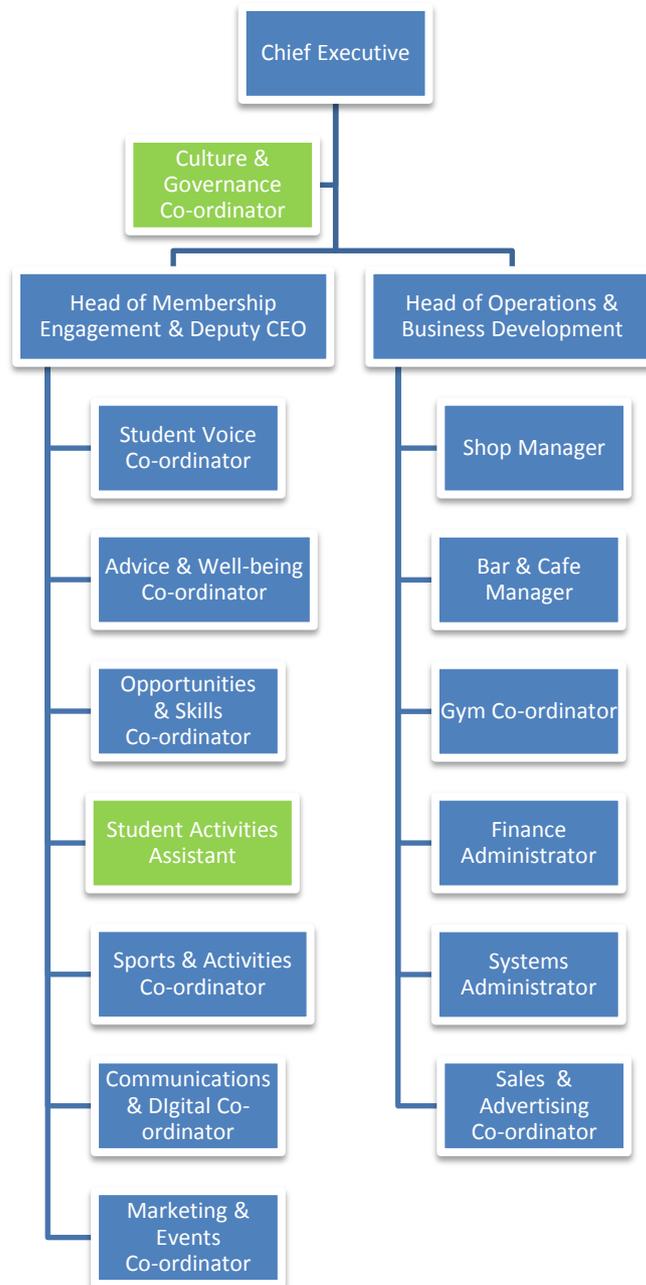
- Lead the development of a multi-dimensional, cross organisation approach to membership engagement, ensuring students are supported to achieve their potential whilst studying at the University;
- Lead the Union's Advice Service, academic and student representation, activities and opportunities, communications and marketing functions, responsible for their strategic development and performance;
- As the Deputy CEO, the post holder will represent the Union internally and externally.

The Head of Operations and Business Development will:

- To lead , develop and manage the Union's operational, administrative and financial management systems;
- To lead the Union's trading operations, being responsible for its commercial strategy development & performance.

Our Staff Structure

We are introducing the following new staff structure from 1st April 2019.



Key

Blue = Career staff

Green = Student Staff

NB There are a number of further student staff positions across the organisation.

How to Apply

For more information about the role please read the job description and person specification available on our website at www.bathspasu.co.uk/about/vacancies/

Alongside the application form you will also find the Guidance Notes for Applicants and our Competencies & Values Framework. We strongly recommend that you read these documents to help you complete your application.

If you would like to arrange an informal discussion regarding the role please email our Chief Executive, Sarah Dawes, at s.dawes@bathspa.ac.uk to arrange a suitable time.

We would also be grateful if applicants could complete the Equal Opportunities Monitoring survey which is again available on the website at the above address.

You should email your application to s.dawes@bathspa.ac.uk. Please ensure your application form is received by the closing date. Late applications will not be considered.

Key dates are:

Head of Operations & Business Development

Closing date: 28th January at 5pm

Interview Date: 5th February

Head of Membership Engagement / Deputy CEO

Closing date: 11th February at 5pm

Interview date: 21st or 22nd February