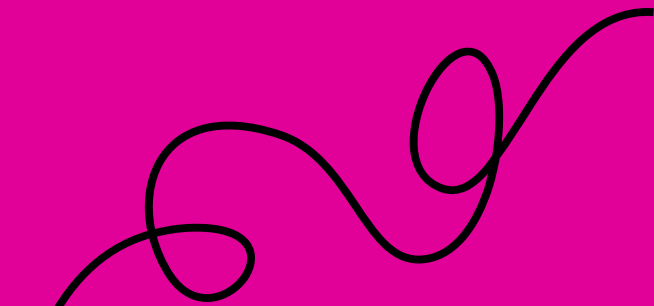




Be our next...

Deputy Chief Executive

Closing date: Monday 10th March 2025



Candidate Pack

Welcome to NUS Charity

Dear Candidate,

We're so pleased you're interested in joining NUS Charity as our new Deputy Chief Executive.

For over 100 years, NUS has been at the forefront of the student movement in the UK and internationally. NUS comprises 'NUS UK' and 'NUS Charity' (the registered charity). These are two separate legal entities, but with overlapping history, missions, and operations. At NUS Charity our mission is to build excellent students' unions and we are looking for a new Deputy CEO to join our leadership team.

The Deputy CEO performs a critical function of driving and delivering our strategy and building excellent relationships with students' unions. They must be a 'movement builder' in a constructive and empathic way. In doing so, you will help us to enhance our impact, operational effectiveness and consistently upholding our values.

We're very open-minded about what background the successful candidate will have but you must believe in the power of education to change people and society. If you have a good understanding of membership organisations and Higher Education coupled with a strong moral compass and leadership, we'd love to hear from you.



Peter Robertson
CEO, NUS Charity



Deio Owen
Chair, NUS Charity

Who are we?

NUS Charity is an exciting membership organisation developing and championing strong students' unions. We connect our members and curate services to deliver advice, guidance and crisis support to students' unions. We do professional differently. We are a progressive charity representing students' unions across the UK. The sector is inclusive, fun, dynamic and representative and we put students and students' unions at the heart of everything we do. We are challenging but are committed to creating a supportive and flexible environment which pushes your personal development in your everyday activity.

What we do

Students' unions can be transformational hubs for students, staff, and wider society. NUS Charity supports our members' development to enhance their capacity and harness opportunities to maximise their positive impact. We do this in many ways, from managing a £45m purchasing consortium to drive great value for our members, to our development activity, supporting the best potential in students' unions - we strive to make a difference to our members. The total income of the Charity is c.£2m which includes a combination of surplus from the purchasing consortium (c.£600-700k), membership fees (c.£500k) and other membership activities such as conferences, events and a jobs board. We have a team of c.37 staff and are governed by a Trustee Board made up of members, student officers and independent trustees.



Our mission at the NUS Charity is to ensure that every post-16 student in the UK has an amazing students' union



We build unshakeable SUs. We will work with them to expand their reach, grow their income, and consolidate their position as the place where students grow, belong, and find support.

We will maintain and build new sources of income for all SUs by creating new income and opportunities, building digital capability across the movement, offering tailored and ethical products and services for students.

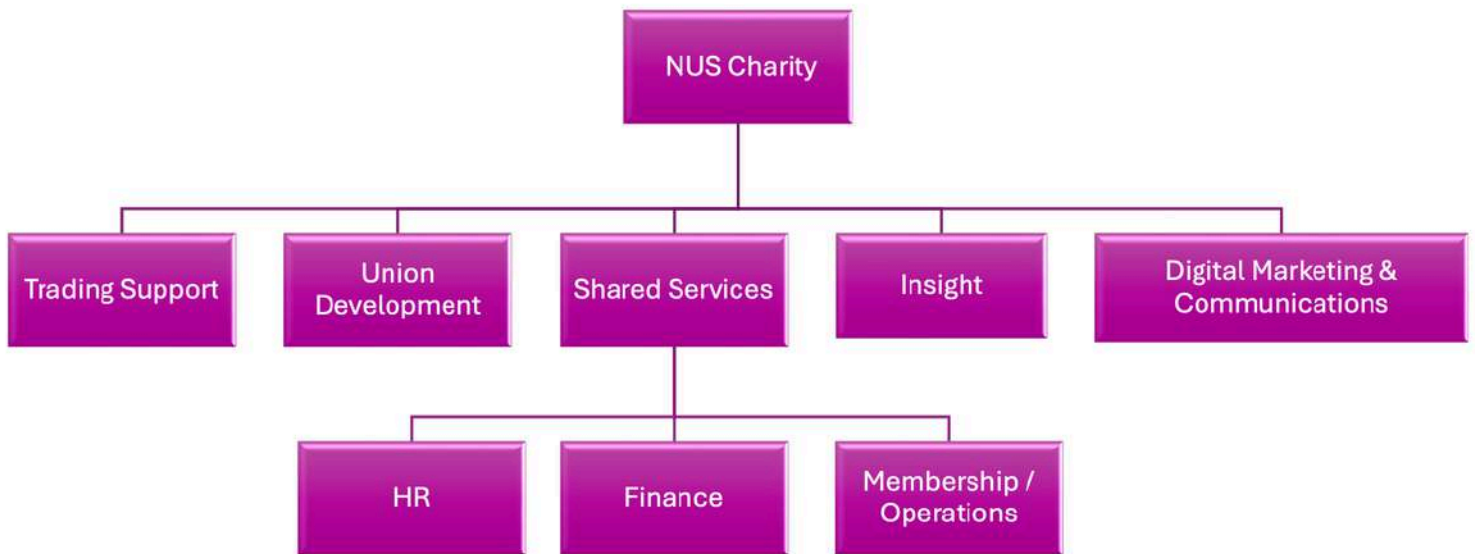
Our Goals

We will build a fit for purpose model of support and services for all students' unions. There will be no more 'one size fits all' approach.

We will grow and develop a specialist workforce by investing in the future talent pool and SU leadership.

We will rebuild a culture of collectivism fit for the future, which leads to better opportunities for all SUs. We will provide leadership in how we want our culture to be.

High Level Org Chart



The Deputy CEO is expected to manage the Union Development team (a team of 10). The Charity operates flexibly in line (and project) management. Other direct reporting lines will be agreed based on strengths and experience. For example, if the successful candidate has a strong commercial background, they may also be asked to line manage the Trading Support function.

We are...

- **Students' union focused**
- **Coaches**
- **Collective**
- **Funders**
- **Advisors**
- **Anti-oppressive**
- **Facilitators**
- **Deliberately developmental**
- **Insight providers**

**We are a movement.
We'll support each other.
We'll challenge each other.
This only works if we're in it together.**

About The Role

Job title: Deputy Chief Executive

Working hours: Full time (35 hours p/w) - open to flexibility. Homebased with occasional travel to the Stockport office.

Contract type: Permanent

Starting salary: £64,452 FTE per annum

Reports to: NUS Charity Chief Executive

Role Purpose >>>

Oversee our strategic Union Development and Talent work to support students' unions in line with the NUS Charity Strategy. Deputise for the NUS Charity CEO providing interim strategic leadership and effective governance of the Charity, its Trading Arm, and all Shared Services (which are shared with NUS UK) to create value and wealth for students' unions and NUS.

Key Responsibilities >>>

- Deputise for the NUS Charity Chief Executive, when required, to provide leadership of the Charity, its Trading Arm and Shared Services Functions. Lead the Charity's management team in the CEO's absence.
- Oversee the development, delivery, monitoring and evaluation of effective Union Development activity that supports the NUS Charity Strategy - Grow and develop a specialist workforce by investing in the future talent pool and SU leadership; Rebuild a culture of collectivism fit for the future, which leads to better opportunities for all SUs; Build a fit for purpose model of support and services for all students' unions.
- Work with Directors in the nations to ensure Students' Unions / Associations in the nations will have a nation specific point of contact and also that work is delivered by the Union Development team working across the entirety of our membership.

Lead Role Responsibilities >>>

- Recruit, manage and develop any direct reports to achieve team and individual objectives successfully.
- Develop and build effective relationships with colleagues across NUS, in particular the Director of NUS UK, Board members including elected officers, volunteers, managers, and trade union representatives.
- Be an ambassador for our brand and values, continuously demonstrating inclusive leadership and our desired behaviours and working to promote equity amongst stakeholders, including the elected officers, volunteers, and members.
- Contribute to the preparation of the Union Development budget, for agreement by the Charity CEO, Finance Committee and Charity Board.
- Deputise for the NUS Charity Chief Executive in managing relationships and networks with senior staff and officers within Students' Unions and provide support and advice where required and appropriate on strategic issues.
- Initiate, develop, and manage relationships with senior students' union staff and officers across the UK, in FE and HE institutions to effectively engage in NUS' students' union development work.
- Deputise for the NUS Charity Chief Executive in managing strategic partners. Manage relationships with suppliers / consultants providing services in the NUS Charity.
- Identify, initiate, and manage relationships with key stakeholders in the education, voluntary and private sector in the UK and internationally so that proactive positive relationships are maintained and funding opportunities explored.
- Ensure that the Charity is compliant in relation to its policies; identify opportunities to create or revive relationships with legal advisors and government bodies to ensure we are fulfilling these responsibilities and initiate such relationships accordingly.
- Identify, initiate, and maintain effective relationships with the Charity Commission and relevant government departments to support the furtherance of NUS' strategic objectives in students' union development.



Shared Responsibilities >>>

- Support the clear strategic direction for Equality, Diversity, and Inclusion.
- Drive the engagement and development of staff so that the culture of the organisation can grow and flourish.
- Support the Charity CEO by working with the Board and ensure high quality governance in line with legislation, regulations, and best practice.
- In the CEO's absence, ensure that NUS is compliant in relation to its Finance, IT, HR, Facilities and Events management.
- Act as the strategic lead for safeguarding.
- Support the relationship with Arrk and OneVoice to ensure that TOTUM generates the income needed to ensure NUS has a thriving proposition that engages students and generates income for SUs and NUS.
- Work with the NUS UK Director to ensure that the organisations work collaboratively to support the SU Development and campaigning goals.
- Collaborate with Trading Support colleagues with to ensure an oversight of income generation and to identify opportunities to optimise income generation.
- Oversee the creation of a fit for purpose model of support and services for all students' unions. There will be no more 'one size fits all' approach to help drive member satisfaction.
- Oversee Union Development communications activity to ensure stakeholders are engaged with our core service provision.
- Identify and undertake all necessary duties and activities to deliver the role's responsibilities, alerting the NUS Charity CEO to any barriers encountered and contribute to the successful resolution of any issues.
- Continuously role model our values and desired behaviours and work to integrate Race Equity and Equality, Diversity, and Inclusion (EDI) into the culture and everyday activity of the organisation.
- Carry out other duties and activities as may reasonably be required in order to support colleagues in achieving shared goals.
- Actively engage in individual and team professional development activities.
- Carry out the responsibilities of this role in a resource efficient manner.
- Adhere to NUS policies and practices, and actively support and promote the NUS vision, mission, and objectives.



About You

Qualifications and Experience >>>

- Educated to degree level standard or equivalent experience.
- Significant and credible experience of governance, commercial growth or strategy and planning at a strategic level (and preferably a combination of these).
- Operating at a senior level or advising senior managers as a strategic partner.
- Budget administration, financial forecasting, cost allocation techniques, activity-based accounting, budget analysis and reporting.
- Leading, managing, motivating and developing teams.
- Successfully leading and managing projects.
- Working to develop diversity and inclusion in organisations.
- Developing Learning and Development programmes in organisations.
- Reporting to, being a member of or directly supporting governance structures / vehicles i.e. Boards, Councils or Committees (desirable).

Knowledge and Understanding >>>

- Organisational quality systems and organisational development practices.
- Talent management practices and ability to translate that into organisational strategies and plans.
- Commercial management practices and ability to translate that into organisational strategies and plans.
- Strategy and financial planning / performance management and proven ability to implement this knowledge in practice.
- Good grasp of general legislation surrounding company / charity law, VAT and corporation tax, data and governance (desirable).
- Effective governance practices and Board management (desirable).

Skills and Attributes >>>

- Well-developed emotional intelligence and inter-personal skills with ability to deal with a wide range of disciplines and personalities.
- Excellent communication skills (oral and written), with good stakeholder focus.
- Excellent team skills and a positive outlook.
- Good numerical skills and knowledge of managing budgets.
- Good IT skills with a working knowledge of the full range of Microsoft Office 365.
- Influencing / Handling conflict, resilience and persistence.
- Political sensitivity and diplomacy.
- Professionalism & credibility – able to command the respect of senior colleagues.
- Commitment to being an active part of an environment that promotes equality of opportunity whilst recognising and valuing diversity.

Summary of Terms >>>

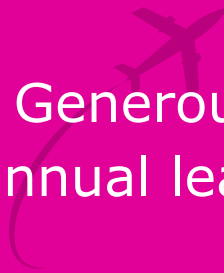
- **Working pattern:** 35 hours per week, Monday to Friday, normally worked between 9:00 am and 5:00 pm with an expectation that as a senior manager you will work additional hours as necessary to achieve the outcomes required of the post.
- Frequent work out of hours for visits, events and training working up to once per week.
- **Travel requirements beyond the working day:** will include very frequent travel to other offices in the UK, plus regular visits to students' unions, suppliers and partners and a substantial number of overnight stays (13+ overnight p.a.). Travel time beyond normal working hours where this is unavoidable.
- **On-call requirements:** on-call and available for work beyond the working day. Ongoing requirement to be on call for significant and serious issues or incidents throughout the working week.

Benefits >>>

Flexible working



Generous annual leave



Childcare allowance



Employee Assistance Schemes



Company pension scheme



Free eye test



Range of discounts



Cycle to work



HSF Health Cash Plan



Paid volunteer days



Enhanced parental and sick pay



Flu vaccination



Interview Process

Stage One >>>

Longlist interview - Monday 17th or Tuesday 18th March 2025

- Remote interview
- 45 minutes long
- Interview question themes given to candidates in advance

Stage Two >>>

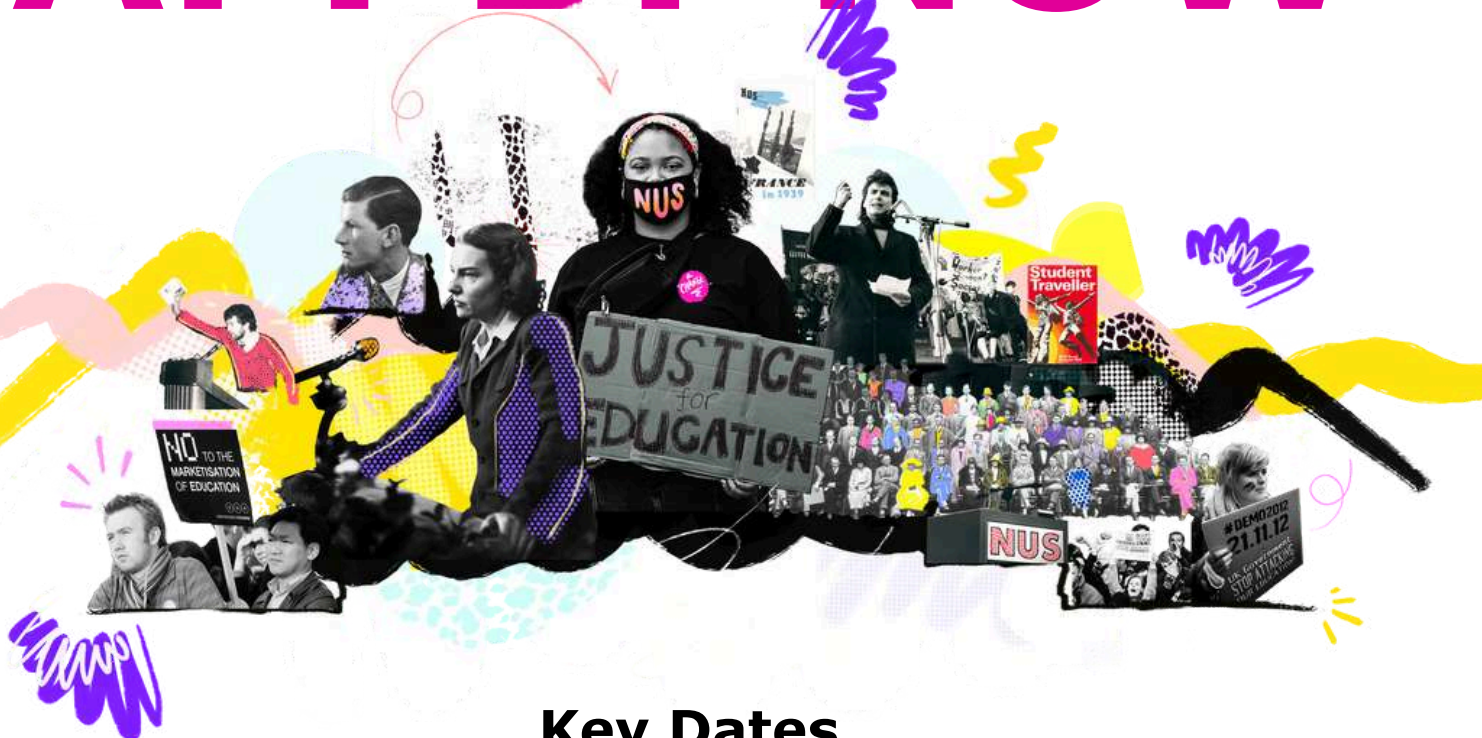
Final Stage interview - Tuesday 25th March 2025

- Face to face interview with panel
- Presentation
- Written exercise / activity in advance
- The full process is anticipated to take around 2 hours
- Interview question themes given to candidates in advance
- Candidate interview preparation call available

Monitoring the diversity of our applicants and their candidate experience is really important to us. Please do consider answering the optional questions in the application form.



APPLY NOW



Key Dates

Closing date: 12noon, Monday 10th March 2025

Longlist interview: Monday 17th or Tuesday 18th March 2025

Final stage interview: Tuesday 25th March 2025

Please ensure you have read the full Recruitment Pack before applying.

To apply please visit our [online application](#) portal where you will be asked to answer the following questions:

- a) Why are you interested in applying and how do you feel your personal values align with our mission?
- b) What are the key achievements and outcomes within your career that make you a strong candidate for the role?
- c) How does your leadership style support others in their growth and create a positive environment for empowerment?

Please respond to each of the questions with a maximum of 400 words per answer. You may wish to prepare your answers in advance in a separate document, to avoid losing your responses before you submit them in the form.

In the application portal you will also be asked to attach your CV.

[**CLICK HERE TO APPLY**](#)



AtkinsonHR

For an informal and private conversation about the role please contact our partners, Atkinson HR via anh@atkinsonhrconsulting.co.uk

nus *charity*
national union of **students**