



Alumni Trustee

Job Description, Person Specification & Applicant Information

Summary

Aston Students' Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers, supported by a staff team, and exists to impact positively on the life of Aston University students. The SU provides a range of services and opportunities including advice and support, student representation, clubs and societies, accommodation services, headline annual events and much more.

Alumni Trustees are members of the Trustee Board who bring the perspective of Aston graduates and former students, alongside independent judgement and constructive challenge. This role provides an opportunity to give back to Aston's student community and contribute to the leadership and sustainability of the Union.

Job Summary

The Alumni Trustee will contribute alumni insight, independent judgement and constructive challenge to the Trustee Board. The role helps oversee the Union's strategy, finance, risk, governance and charitable impact. Trustees do not manage day-to-day operations; they ensure that the Union is well-run, solvent, accountable and delivering positive outcomes for current and future Aston students.

Principal Purpose of Role:	To support the Students' Union's governance by providing alumni insight and independent oversight of strategy, finance, risk, legal compliance and charitable outcomes, ensuring decisions are student-focused, sustainable and informed by the wider Aston community.
Work Location:	Aston University Campus: Aston Students' Union, B4 7BX. Some meetings may be held online or in a hybrid format.
Responsible to:	Chair of the Trustee Board / Students' Union President, and the Trustee Board collectively.
Role Type:	Voluntary alumni trustee role. This is not a paid employment role.
Time Commitment:	Normally four to five Trustee Board meetings per year, plus induction, preparation time, training and occasional events or committee activity.

Equality, Diversity and Inclusivity

Aston Students' Union is an equal opportunity organisation that is committed to diversity and inclusion in trustee recruitment and governance. We prohibit discrimination and harassment of any kind based on race, age, disability, sex, sexual orientation, gender reassignment, religion or belief, marriage and civil partnership, pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.

Main Duties and Responsibilities:

1. Act in the best interests of Aston Students' Union and its student members, ensuring the Union delivers its charitable aims and public benefit.
2. Bring an alumni perspective to Board discussions, helping the Board consider the long-term value of the Union's work for current students, future students and the wider Aston community.
3. Use personal, professional or voluntary experience since leaving Aston to strengthen governance, strategic decision-making and organisational sustainability.
4. Contribute to the strategic direction of the Union and support long-term organisational sustainability.
5. Scrutinise finance, budgets, annual accounts, key performance indicators and risk reports, asking constructive questions where appropriate.
6. Ensure that the Union is governed in line with charity law, its governing documents, internal policies and relevant regulatory obligations.
7. Read Board papers in advance, attend meetings regularly and participate constructively in discussion and decision-making.
8. Monitor the performance and impact of key Union services, including advice and support, representation, student activities, accommodation services, elections and events.
9. Support free, fair and transparent democratic governance, including oversight of elections and representation structures where relevant.
10. Maintain confidentiality, declare conflicts of interest and uphold collective responsibility for Board decisions.
11. Complete trustee induction and any required training to understand the duties and responsibilities of charity trustees.
12. Work collaboratively with officer trustees, the wider Trustee Board and senior staff, maintaining a clear distinction between governance and operational management.
13. Attend key Union events, planning sessions or committees where this supports the role of the Trustee Board.

General Responsibilities:

1. To act collectively as part of the Trustee Board, recognising that trustees provide oversight and assurance rather than managing day-to-day delivery.
2. To provide constructive challenge, ask appropriate questions and ensure that agreed actions are followed through by those responsible.
3. To support the Union's mission, values, democratic structures and commitment to improving the student experience at Aston University.
4. To actively demonstrate commitment to equality, diversity and inclusion in all Board activity and decision-making.
5. To ensure that data protection, confidentiality, health and safety, safeguarding and other relevant Union policies are respected in trustee activity.
6. To act with integrity, avoid personal benefit from the role and declare any actual, potential or perceived conflicts of interest.
7. To support responsible use of Union resources and consider the social, economic and environmental impact of Board decisions.
8. To undertake any other duties reasonably expected of a Trustee in line with charity trustee responsibilities and the Union's governing documents.

Standards

- A. The Alumni Trustee will be expected to display a positive image of Aston SU and act as an ambassador for the Union.
- B. The Alumni Trustee will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
- C. The Alumni Trustee will be expected to actively demonstrate commitment to equality, diversity and inclusion.
- D. The Alumni Trustee will be expected to abide by the Union's policies, including the Code of Conduct, Equality and Diversity Policy, Anti-Bullying and Harassment Policy, Data Protection Policy and Conflict of Interest Policy.
- E. The Alumni Trustee will be expected to maintain confidentiality and support collective responsibility once Board decisions have been made.

What to Expect from the Role

Trustees will receive papers and documents for meetings in good time and will be expected to read them in advance. New Trustees will complete an induction programme and may be invited to relevant training, planning sessions and Union events.

Typical Period	Indicative Activity
August - October	Fourth quarter finance and KPI reporting; Welcome/Freshers activity oversight; annual accounts and Trustee Report.
November - January	First quarter reporting; review of student insight or market research; planning for the coming year.
February - April	Overview of the election process; second quarter finance and KPI reporting; budget boundaries for the coming year.
May - July	Budget for the following year; third quarter finance and KPI reporting; strategic planning review; Union Awards; new Trustee induction.

Person Specification

Essential:

- Aston University graduate, former Aston student, or able to demonstrate a clear alumni connection with Aston University.
- Eligible to serve as a charity trustee and not disqualified from acting as a trustee.
- A strong interest in the student experience and the charitable purpose of Aston Students' Union.
- Ability to think strategically and consider the long-term interests and sustainability of the Union.
- Ability to read, understand and question Board papers, finance summaries, risk reports and performance information.
- Good judgement, integrity and the ability to handle confidential information appropriately.
- Excellent communication and interpersonal skills.
- Able to work effectively as part of a diverse Board while offering constructive challenge where required.
- Commitment to equality, diversity and inclusion.
- Willingness to attend meetings, read papers in advance, complete induction and undertake trustee training.

Desirable:

- Previous involvement with Aston Students' Union, societies, clubs, student representation, campaigning, volunteering or committee activity.
- Relevant professional or voluntary experience in areas such as governance, finance, legal, HR, risk, charity work, higher education, commercial development, safeguarding, equality and diversity, or organisational strategy.
- Understanding of students' unions, membership organisations, charities or higher education.
- Experience of working with elected representatives, university stakeholders or external partners.
- Commercial awareness and an ability to consider how services can remain financially sustainable while meeting student needs.

Applicant Information

- This is a voluntary alumni trustee role and is not a paid employment position.
- Trustees are appointed by the Appointments Committee following submission of a CV and covering letter, and an interview.
- New Trustees will be expected to complete a trustee induction programme.
- Board papers and documents will be provided in advance of meetings and Trustees are expected to read them before attending.
- **Typical annual activity may include:** quarterly finance and KPI reports, annual accounts and Trustee Report, strategic planning, budget discussions, election oversight, Trustee induction and attendance at key Union events such as Union Awards.
- To apply, please send a CV and covering letter to [insert contact/email]. The covering letter should explain why you are interested in becoming an Alumni Trustee, your connection to Aston University, and how you meet the criteria for the role.
- Application closing date: 12:00pm; 24th July 2026
- Interview date: TBC