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| Independent Student Board Member: Candidate application pack |
|  | MAY 2023 |

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Contents

About Independent Higher Education 2

Governance Framework and Role of the Board 3

Role description 4

Person specification 5

Terms 6

Application process 7

# About Independent Higher Education

Independent Higher Education (IHE) is the UK membership organisation and national representative body for independent providers of higher education, professional training and pathways. IHE works to promote, support and enhance the colleges, schools, universities, institutes and academies it represents, many of whom are specialists in what they do. Like the representative bodies for traditional universities and colleges, IHE gathers the views of our members and their students, and puts them forward to government, regulators (like the Office for Students) and other stakeholders.

As the voice of the independent higher education sector, IHE plays a prominent role and has significant influence in the development and delivery of UK higher education. IHE represents independent providers to government and nominates individuals to roles on key sector boards, groups and committees to champion the innovation and specialism that exists in the independent sector. IHE also works collaboratively with other sector bodies to promote the UK as a leading global centre for education and provides the secretariat for the All Party Parliamentary Group (APPG) for International Students.

In 2021 we appointed our first Independent Student Board Member to ensure our decision making is always in the best interests of students at member institutions. Since then, we have also established a Student Advisory Board (SAB).

Our Independent Student Board Member has presented at the IHE Annual Conference, been invited to speak at sector body events, such as the Universities UK conference on higher education regulation, and has had blogs published in leading industry media outlet, Wonkhe. They also led the response from our students to the APPG for Students Cost of Living Inquiry.

# Governance Framework and Role of the Board

The Board is currently made up of ten directors, most of whom are the leaders of member institutions. There are three non-member Directors who fulfil specific roles: Honorary Treasurer, Chair of the Governance and Nominations Committee, and Independent Student Board Member.



As a collective, IHE’s member institutions form the supreme decision-making body, which meets at least once per year to receive the statutory accounts and elect the IHE Board.

Responsibility for most business decisions during the course of the year is delegated to the IHE Board, including the approval of the strategic plan, annual budget and internal (organisational) policy, as well as the monitoring of performance and progress.

The IHE Board has two sub-committees and a Student Advisory Board (SAB), each of which have a specific remit to guide and advise the staff team and Board.

The implementation of the strategic plan, the financial management of the business, and administration of the policy development process are delegated to the Chief Executive and Senior Management Team.

# Role description

The Independent Student Board Member fulfils all the regular duties of a Director, with the additional specific remit to ensure Board decisions are made with the best interests of students in mind. In practice, this means you will:

* ensure that IHE complies with its governing document (Articles of Association), Rules, company law and any other relevant legislation or regulations
* contribute actively to the Board's role in giving firm strategic direction to IHE, setting overall organisational policy, defining goals and setting targets and evaluating performance against agreed targets
* support the Chief Executive and staff team to deliver the IHE strategy
* bring your experience as a student to Board discussions
* Chair the Student Advisory Board (SAB)
* represent IHE on student voice matters at sector events and meetings. With help and support from IHE, our Independent Student Board Member has presented at IHE events before stepping up to join conversations with government representatives, other higher education leaders and parliamentarians.

We don’t expect you to be an expert in all of these areas right now and we will support you with:

* a mentor with experience of being on a Board and who matches your specific needs
* induction meetings and training with members of the staff team
* support and guidance throughout your term from the staff team and other Board members
* training delivered by student representation experts, Coole Insight

# Person specification

To be successful in this role, you will have:

* an interest in higher education policy
* a commitment to the [mission and values of IHE](http://independenthe.com/wp-content/uploads/2022/02/IHE-Strategy-2021-24-FINAL-revised-Dec21.pdf)
* a willingness to devote the necessary time and effort
* integrity and a high standard of personal ethics, with good, independent judgement
* the ability to see the bigger picture and consider the future repercussions of decisions
* a willingness to express your own opinion in a reasoned way, while also listening to the views of others; from fellow Board members, students, policy makers and government officials
* demonstrable experience of representing the interests of students or promoting the student voice, bringing first-hand knowledge of the many issues faced by past, present and future students
* a genuine interest in issues affecting higher education students, for example the quality of education, student finance and student loans, impact of cost of living changes on students, supporting student academic skills and wellbeing, supporting student mental health, and improving the student experience.

Eligibility

On 1 August 2023 the successful applicant will either:

* be registered on a programme of study at an IHE member institution; or
* have completed a programme of study at an IHE member institution not more than 24 months prior to this date.

The relevant programme of study must have been a minimum duration of six months and deemed to have been at higher education level, i.e. equivalent to Level 4 or above on the English qualifications framework.

# Terms

### Time requirement

We expect that you will need to commit around 15-20 days per year, some flexible but some fixed, divided between:

* Board and Student Advisory Board (SAB) meetings
* Annual events, such as our AGM, Annual Conference and two-day Board retreat
* Research, including meeting with other students
* Attending meetings and events with other sector bodies and government officials

### Dates for the diary

29 June 2023 – IHE AGM (London)

17 and 18 July 2023 – Board strategy retreat (Chichester)

27 September 2023 – Board meeting (morning; online)

28 November 2023 – Annual conference (London)

14 December 2023 – Board meeting (afternoon; London)

### Location

Most Board meetings and Student Advisory Board (SAB) meetings will take place online but you will be required to attend in-person events from time to time.

### Term

The Independent Student Board Member will be appointed for a term of two years, renewable in exceptional circumstances for one additional one-year term on approval of the Board.

### Remuneration and expenses

You will be reimbursed for any travel and subsistence expenses you necessarily incur while on IHE business. You are also entitled to a stipend of £3,000 per annum.

# Application process

The Closing date for applications is 5pm on **Monday 5 June 2023**.

We will review applications internally and let you know if you have been shortlisted for an interview by Friday 9 June.

Interviews will take place over the following two weeks, online. There will be two stages of interview.

If you have any questions about the role or application process, please contact Natalie Kubicki, Director of Operations: natalie@ihe.ac.uk

ence.

to apply Please send the Following to apply@ihe.ac.uk

Your CV

A cover letter answering the following questions:

* What is your previous experience of representing and advocating on behalf of students?
* What are the student issues that you care about most, and why?
* What will this opportunity do for your future career plans?
* In what ways do you meet the person specification?

### Don’t meet every single requirement?

Studies have shown that women and people of colour are less likely to apply for opportunities unless they meet every single qualification. We want to build a diverse and inclusive organisation, so if you’re excited about this role but your past experience doesn’t align perfectly with everything in our person specification, please do apply anyway.

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