



ENSA CHIEF EXECUTIVE OFFICER

RECRUITMENT PACK

- **Salary:** £65,000
- **Hours:** 35 hours per week, 7 hours per day
- **Holiday entitlement:** 38 days including 10 days when ENSA offices are closed
- **Location:** ENSA's main office on the Merchiston Campus in Edinburgh; the post-holder will also travel regularly to the Craiglockhart and Sighthill campuses

■ ABOUT ENSA

Edinburgh Napier Students' Association ('ENSA' to our friends) exists to enable students to make the most of their university experience. We do this by representing, supporting and developing Edinburgh Napier students to be successful in their studies; to try out new things; to engage in, and contribute to, university life; to be healthy and happy; to bring about positive change; and to have fun.

We are a student-led, independent charity serving all students of Edinburgh Napier University. Our three elected Officers, the President and two Co-Presidents, are champions for students and work on their behalf to ensure they have the best possible experience at university.

We serve our 20,000 members primarily through the following key areas:

- **Representation:** we train over 300 Programme Reps, chosen by students, to represent concerns on education-related matters and effect change
- **Advice:** we provide an independent and confidential welfare rights and education service
- **Campaigns:** we run a range of campaigns throughout the year promoting equality and diversity, health and wellbeing, sustainability, and other issues important to students
- **Events:** we put on exciting events and activities, both big and small, throughout the year, for example, Freshers' Week, the Societies & Sports Awards Ball and Varsity
- **Sports and Societies:** we support student-led extracurricular activities, including over 25 sports clubs and around 35 societies

Our Board of Directors oversees the governance of ENSA and ensures that everything we do is in the best interests of our student members. The Board is made up of 12 Directors: six External Lay Directors (including the Chair) appointed through a competitive process for their professional expertise; three Student Lay Directors who are registered students of Edinburgh Napier University and appointed through a competitive process; and three Sabbatical Officers who are elected by the student body.

ENSA is a registered charity with OSCR; it is also a private company limited by guarantee without share capital registered with Companies House.

Further information can be found at: [Our website](#) | [Annual Accounts 2023](#) | [Strategic Plan 2021-2024](#)

■ THE ROLE

Responsible to: The CEO is responsible to the Board of Directors and line managed by the Chair of the ENSA Board.

Purpose of role: Under the direction of the Board of Directors, the Chief Executive is accountable for the leadership, management and sustainability of the Students' Association, and for providing support to the Elected Officers to enable them to fulfil their duties.

Responsibilities:

- To provide leadership to the Students' Association's staff (14 headcount) and to take responsibility for ENSA's management and administration within the accountability frameworks established by the Board of Directors
- To advise and support the Board of Directors to ensure good governance and compliance in all areas including human resources, finances, health and safety
- To produce high-quality reports and policy papers for the Board to enable Directors to have a clear understanding of ENSA's performance
- To lead the delivery of the strategic plan by inspiring, supporting and empowering staff
- To be forward-looking, focused on continuous improvement
- To operationalise strategy, setting targets and monitoring and evaluating performance
- To build and maintain positive relationships with key university staff and other stakeholders for the purpose of enhancing the student experience
- To ensure ENSA has the human, financial and material resources it needs to operate effectively
- To take responsibility for the financial health of ENSA, securing funding for the Students' Association through negotiating the block grant and increasing commercial income
- To work with auditors to produce the annual accounts
- To serve as the accountable officer and chief risk-holder for the charity
- To line manage and develop three Team Leads (Communications, Student Engagement, Advice), the Finance Officer, Administrator and Receptionist
- To support, develop and coach Elected Officers to deliver for students

PERSON SPECIFICATION

This section details the skills, knowledge/qualifications and competencies which are required in order to undertake the remit of this post.

Attributes	Essential	Desirable
Education & qualifications	Degree or equivalent	Postgraduate qualification
Experience	<p><i>You will have at least three years' experience in a position of leadership along with demonstrable experience of:</i></p> <ul style="list-style-type: none"> Managing, developing and coaching a team Working at Board-level, either reporting to, or serving on, a Board Writing high-quality reports and policy pieces Managing budgets and setting and overseeing internal controls Developing strategies and implementing strategic change Forging productive partnerships with stakeholders 	<ul style="list-style-type: none"> Experience working in a university or college context Experience working with young people and/or volunteers
Knowledge	<p><i>You will have...</i></p> <ul style="list-style-type: none"> An excellent understanding of governance and compliance A good understanding of university structures Understanding of, and appreciation for, student issues and the student experience 	An understanding of democratic structures in a university or college context
Skills	<p><i>You will have...</i></p> <ul style="list-style-type: none"> The ability to lead, inspire and coach others Excellent writing skills A high level of numeracy; able to set and manage budgets and interpret financial reports The ability to develop strategies and implement plans to achieve them Strong IT skills with the ability to use a range of Microsoft Office tools 	
Attributes	<p><i>You will be...</i></p> <ul style="list-style-type: none"> Thoughtful and considered Respectful and respected A listener, encouraging input and feedback A problem-solver and innovator Able to work in a fast-paced environment by prioritising tasks Committed to professional development Inclusive and empowering 	