



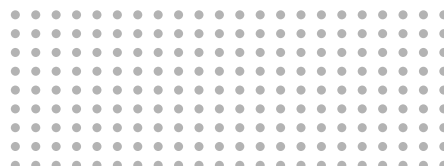
# RECRUITMENT PACK

2021

**NTSU**  
NOTTINGHAM TRENT STUDENTS' UNION



NOTTINGHAM TRENT STUDENTS' UNION



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# WELCOME

**FROM CONOR  
NAUGHTON**

*NTSU President & Chair of the  
Board of Trustees*

## HELLO, AND WELCOME TO NOTTINGHAM TRENT STUDENTS' UNION.

On behalf of the NTSU Executive Team and Board of Trustees, thank you for your interest in becoming part of our team at one of the largest Students' Unions in the UK.

This year, our students and the broader higher education sector have faced complex challenges. NTSU has successfully navigated these for the benefit of our members. We have provided local and national representation, developed personalised and collective student communities, and given our students the space they require to foster academic, social, and personal growth.

The driving force behind our current work is our five-year strategy, which guides us as we follow our values. You can read more about our mission, vision, and values later in this pack.

In recent years, NTSU has produced sector-leading work on equality, diversity, and inclusion. We have recently published a position paper on BME attainment, launched our Black Futures initiative, and delivered the Black Leadership Programme in partnership with NTU to empower a new generation of black leaders and create a more equal future for everyone.

We also deliver projects and training in consent, bystander awareness, allyship, and sexual violence awareness, which have been a catalyst for wider activity across the University.

We are looking for staff whose values can model the inclusive leadership our students expect and deserve and ensure that students are at the forefront of our decision making.

Thank you.



# ABOUT NTSU

**NOTTINGHAM TRENT STUDENTS' UNION (NTSU) IS AN INDEPENDENT, NOT-FOR-PROFIT CHARITY AFFILIATED WITH NOTTINGHAM TRENT UNIVERSITY (NTU).** As the official representative body of NTU's 33,000 students, we aim to make their time at university the best it can be, from Freshers' Week through to graduation.

We are a democratic, membership-led organisation run by an annually elected team of officers (more commonly known as the Exec) who are accountable to the entire student body. To ensure under-represented groups are embedded in our decision-making, we also elect a Student Council of diverse student leaders.

We work hard to create the best experience for students inside and outside of the classroom, and our efforts do not go unnoticed. We are consistently ranked in the top ten in the UK for student satisfaction in the National Student Survey (NSS), WhatUni? Awards, and Time Higher Education Awards.



## OUR CORE SERVICES

### OUR VENUES

We have dedicated buildings on **the three largest NTU campuses**, designed to be students' home away from home. Between them, they contain bars, diners and coffee shops, social spaces, study areas, shops, a 2500-capacity entertainment venue, and more.

### OUR EVENTS

Our **calendar of social events** runs on all campuses every week during term. We are devoted to bringing NTU students the best events and entertainment so they experience student life to the full, no matter their interests or campus of study. We host everything from live music events and club nights to panel talks, student activities, and more.

### OUR SUPPORT

Supporting students during their time at university is one of our top priorities, which is why we have an independent **Information and Advice Service** that provides free and confidential advice to all NTU students.

### OUR REPRESENTATION

NTSU is run by our members. NTU students have the power to make changes to their University experience through our democratic processes. They choose our Exec officers and Student Council in **our annual elections** and submit **Big Ideas** for improvements they want to see at the

University or Union, which we then work to implement.

### OUR OPPORTUNITIES

University is a place for personal growth. We offer a wide range of opportunities for all students to get involved in alongside their studies. Our 130+ student-led **societies** and **communities** are a chance to meet new people, develop new skills and try new things. Our one-off **Give It A Go** activities allows students to discover new interests. You can find out more about our opportunities **here**.



### OUR PROJECTS

We run several key projects throughout the year, including:

- One of the busiest Freshers' Weeks in the UK
- Annual elections, where students choose their representatives
- Black Futures, an initiative to represent and support our black students and staff
- Campaigns to support our students in areas such as gender and sexuality, health and wellbeing, academic feedback, and more
- One of the largest Varsity sports series in the UK
- One-off set-piece events including balls, awards ceremonies, and on-campus mini-festivals

Find out more about our work in our **Impact Reports**.





# OUR MISSION, VISION AND VALUES

## OUR MISSION

We empower students to make NTU the best academic and personal experience for themselves and others.

## OUR VISION

Diverse communities of fulfilled students motivated to create positive change.

## OUR VALUES

The Values which guide us are:

- Student-led
- Inclusive
- Supportive
- Forward-thinking
- Ambitious



attitudes and behaviours that our student staff require for future employment.

## OUR STRATEGIC COMMITMENTS & OBJECTIVES:

### WE WILL ADVOCATE FOR THE BEST EDUCATIONAL EXPERIENCE FOR NTU STUDENTS BY:

- Enhancing the quality of teaching and learning.
- Offering representation, advice and guidance to members ensuring NTU procedures are just and transparent.
- Supporting students' educational transitions.
- Embedding the good practices,

### WE WILL ENCOURAGE HEALTHY COMMUNITIES BY:

- Facilitating student groups that reduce loneliness and isolation and promote wellbeing.
- Designing and managing Union spaces and services with health and wellbeing in mind.
- Engaging members in the design of strategies and services that support them.
- Encouraging mutual respect between our members and their local communities.



### WE WILL REPRESENT AND CELEBRATE OUR DIVERSE MEMBERSHIP BY:

- Campaigning to close attainment gaps at the University and in society.
- Embedding under-represented groups in decision making and planning.
- Leading the conversation about Equality, Diversity and Inclusion on campus.
- Engaging with national policy agendas in the interest of all NTU students.



### OUR STRATEGY WILL BE ENABLED BY:

- Financial stability, generating surplus from our primary purpose trading activity for service innovation and reinvestment in our facilities.
- A people strategy that supports staff development, innovation, and project-based working.
- A sustainable approach,

strengthening the environmental dimension to our decision making.

- The use of technology for communication and service delivery to complement high-quality face to face activities.
- The provision of equivalent services at all NTU campuses.

# WHY WORK HERE



## A GREAT PLACE TO WORK

We pride ourselves on being an inclusive, fun, and dynamic workplace. We are committed to promoting a positive working environment, and we hold our staff relationships in high regard. Some of the excellent benefits of working with NTSU include:

### TRAINING & DEVELOPMENT

We are committed to providing high-quality training and professional development for our staff. Whether this is a professionally accredited course, training to boost your skills, or coaching and mentoring schemes, we offer a rounded approach. Examples of our training courses include:

- **Organisational Induction:** In your first few months, we will provide you with training and experiences to ensure you're confident in your role. All staff receive training in data protection, HR, EDI and health & safety as part of their induction programme. You'll also have introductory meetings with managers across the organisation to familiarise you with each of our teams.
- **Regular 121's:** At NTSU, we don't believe in annual appraisals to benchmark your performance. Instead, we hold regular 121's with each staff member to ensure they're performing and supported within their role.
- **NUS:** As part of NUS, we engage with their training programmes, which have included Train the Trainer, RISE leadership for BAME staff, Women in leadership, UnionCloud website training and more.
- **In house training:** We source

in-house training to support our colleagues being effective all-rounders. In the past this has included Finance for Non-Finance Managers, managerial skills, and attention management courses.

- Bespoke training related to your role is available on request.

### WELLBEING

Staff wellbeing is important to us. We offer a time off in lieu scheme that allows colleagues to take time back after busy periods, and we encourage everyone to work flexibly around the needs of their role to help support their work-life balance.

NTSU staff have access to a free and confidential Employee Assistance Programme that offers mental health, financial and bereavement support. Our Health, Safety & Wellbeing Committee ensure our colleagues are supported throughout the year through a series of Wellbeing Days and activities. Our staff also have access to state-of-the-art gyms on our Clifton and City Campus at a subsidised rate.

### SOCIAL

Our team get involved with lots of social activities throughout the year, including our annual off-campus Staff Conference Day, a Festive Party, Staff Sports Day, our Exec Leaving Party, and team social events. You'll also receive a generous holiday entitlement. We close for at least a week over the Festive break and have closure days throughout the year to promote your work-life balance.

### RECOGNITION & PAY

We love to recognise our staff for their



contribution towards making NTSU a sector-leading SU. Each term, we run staff awards, which see colleagues nominate each other in seven categories. The winners receive gifts in recognition of their achievements. We also mark professional service and personal milestones. Further, we have an excellent pension scheme where we match employee contributions.

### CAREER DEVELOPMENT

Despite being small organisations, Students' Unions offer a variety of roles. Every role offers a career pathway with a route for progression to senior positions. [See this chart](#) for more details.



# WHAT OUR STAFF SAY

## WHAT IS THE BEST THING ABOUT WORKING FOR NTSU?

**"FLEXIBLE HOURS, FRIENDLY STAFF, GOOD OPPORTUNITIES FOR QUALIFICATIONS AND TRAINING"**

"We are constantly encouraged to improve our own skills and achievements. We are praised for our work and achievements and supported throughout."

"The friendships, recent achievements, and direction that we're heading in are extremely exciting, with a strong trading team to ensure we keep building."

**"THE CALIBRE OF STAFF MEMBERS THAT ARE COMPETENT AND WHO I RESPECT FOR THEIR BRILLIANT WORK ETHIC INSPIRES ME TO DO THE BEST IN MY ROLE"**

"The freedom you're given to experiment within the role without pressure to get everything right the first time."

"I'm constantly learning in my job and have been provided with support throughout."

"The people I work with - there is a sense of family within the organisation. Colleagues like to help each other out and support each other's projects."

**"THE STAFF AND HOW FRIENDLY AND FUN TO BE AROUND THEY ALL ARE. EVERYONE IS SO DIVERSE AND INTERESTING, AND I ALWAYS HAVE A GOOD LAUGH. SENIOR MANAGEMENT AND MY OWN MANAGER REALLY SUPPORT AND CARE FOR ALL THE EMPLOYEES AND GIVE EVERYONE EQUAL RESPECT"**

"The varied challenges that come with my role. No two days are the same. I appreciate being able to work varied hours to achieve a more appropriate work-life balance."

"Flexibility, ability to own my work, friendly colleagues, and sense of community."

"We have very passionate, caring and talented people working within our organisation, and they are driven to make a difference."



# ORGANISATIONAL STRUCTURE

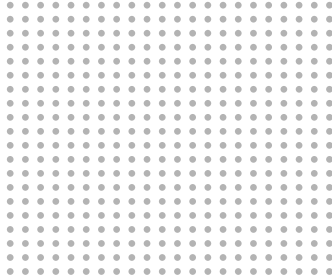
## NTSU IS A DEMOCRATIC AND MEMBER-LED ORGANISATION.

Every NTU student has the right to vote for our Student Executive Officers. These officers sit on our Trustee Board along with student trustees and external trustees. The Trustee Board is responsible for overseeing the organisation's governance and strategic direction.

NTSU's organisational structure has three core strands: membership services, commercial services, and infrastructure. These strands are made up of multiple departments, each responsible for delivering specific aspects of NTSU's day-to-day operations. We currently employ approximately 60 members of permanent staff and 350 members of student staff.



# ABOUT OUR UNIVERSITY



**NTSU IS THE OFFICIAL REPRESENTATIVE BODY OF STUDENTS AT NOTTINGHAM TRENT UNIVERSITY (NTU).** We enjoy a productive partnership—defined in a relationship agreement—and regularly collaborate on projects to get the best outcomes for our students. NTU is one of the leading universities in the UK, with a commitment to student

satisfaction, graduate employment, and quality of teaching.

As part of its Success for All agenda, NTU strives to provide the opportunity for all students to succeed. They have set clear targets and interventions to close the attainment gap in their Access and Participation Plan, which NTSU works closely with them on.

NTU's current ambition and focus are on creating the University of the future,

and describe themselves as:

A university that opens its arms to all, challenges conventions, and enriches the world around us. We empower our students to take control of their learning and, through our industry-focused courses, we enable them to experience life beyond the lecture hall. We do the right thing for our people, our communities, and our environment. We collaborate with the world's brightest

minds to push boundaries, disrupt the status quo, and transform lives.

NTU has five key sites; City Campus, Clifton Campus, Brackenhurst Campus, Creative Quarter Campus, and NTU in Mansfield. They also deliver a range of online, distance learning, and partnership courses. Our staff work across all five sites as necessary depending on the requirements of their roles.

## RECENT AWARDS

- Guardian University of the Year 2019
- Times Good University Guide Modern University of the Year 2018
- THE University of the Year 2017
- Teaching Excellence Framework (TEF) Gold
- Student Support Award



# ABOUT NOTTINGHAM

**NOTTINGHAM IS A FUN, RELAXED, STUDENT-FRIENDLY CITY WITH LOTS OF CHARACTER AND A STUDENT POPULATION NORTH OF 80,000.**

This makes it a seasonal city—vibrant during the academic year and chilled in summer.

The city centre revolves around an impressive market square and the iconic Nottingham Council House building. Nottingham is home to some of the best pubs and shopping in the UK, including (debatably) the oldest inn in England. The Creative Quarter is a treasure trove of independent boutique shops and alfresco cafes and restaurants.

From Rock City to NTSU's own venue, The Level, Nottingham's nightlife is legendary. If you're a live music fan, look out for the annual Dot To Dot weekend, when dozens of bands descend on the city for a music festival without the tents and mud.

Nottingham is steeped in history. Not only was it the stomping ground of Robin Hood, it was also the birthplace of the Raleigh bicycle company, Boots the Chemist, and numerous notable figures, including author Alan Sillitoe and royal



scoundrel Lord Byron.

Sports fans can enjoy top-tier sport with two football grounds, Trent Bridge cricket ground, the National Ice Arena, and National Watersports Centre all just a stone's throw from the city centre. In recent years, Nottingham has been named *Home of English Sport* and *City of Football*.

Culture vultures will be pleased to know that Nottingham is a UNESCO-designated *City of Literature* and has a strong arts scene, with the Nottingham Contemporary gallery being a focal point in the city.

Local attractions include Wollaton Hall (used as Wayne Manor in *The Dark Knight Rises*), Newstead Abbey, Sherwood Forest, Nottingham Castle, Goose Fair, and the *Arboretum* — a beautiful public park situated next door to our main building. Slightly further afield, Nottingham offers easy access to Cresswell Crags and Derbyshire's Peak District — both havens for hikers.

Situated in the heart of the East Midlands, Nottingham has excellent transport links, with most major cities accessible within a couple of hours. Local house prices offer some of the best value for money in the country. There is plenty of city-centre accommodation, and Nottingham's compact layout means many suburban communities are close by.

The public transport network of buses and trams makes travelling across the city a breeze. There is a tram stop directly outside of our City Centre building, and our other two campuses are both only a short bus or car ride away.



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