



London Met Students' Union

Job Title:	Chief Executive Officer
Effective Date:	1 May 2025
Salary:	£56,250
Report To:	Chair of the Board of Trustees
Responsible For:	<p>The Chief Executive leads the development and management of the Union to ensure it is operating in a sustainable, compliant and independent manner.</p> <p>The Chief Executive is the senior staff member who manages the human, financial and physical assets of the Union in support of the priorities determined by student leaders and the strategy approved by the Board</p>
Direct Reports	Student Engagement Manager, Student Communities Manager, Finance & Operations Co-ordinator

Job Purpose:

The Chief Executive will liaise and work closely with senior University colleagues and external contacts in the delivery of their responsibilities and the furtherance of the Union's mission and objectives.

- To lead the development and implementation of the Students' Union's Strategy
- Provide induction, training, advice and support to the elected Student Officers on their range of responsibilities and priorities
- Responsible for the overall financial, resource and asset management of the Union, ensuring the long-term financial sustainability of the organisations

Main Duties and Responsibilities:

Strategy and Governance

- Lead the development and delivery of the Union's strategy.
- Provide induction, training, advice and support to the elected Student Officers on their range of responsibilities and priorities.
- Provide induction, training, advice and support to the Board of Trustees.
- Working with the Chair of the Board of Trustees, develop the Board to ensure compliance with good governance practice.
- Champion a strong strategic and planning process across the range of services and activities undertaken by the Union.

Financial Management

- Responsible for the overall financial, resource and asset management of the Union, exploring opportunities for income generation and ensuring the long-term financial sustainability of the Union.
- Lead on developing and presenting the budget for approval by the Board of Trustees.
- Ensure the financial reports and procedures are undertaken in accordance with regulatory and statutory requirements. Produce quarterly reports on the financial performance and management accounts to the Board of Trustees. With relevant budget holders, review and consider the financial performance and management accounts on a monthly basis. Ensure that all statutory returns are made in accordance with all relevant legal requirements.

Relationship Management

- Develop a membership research programme that produces insight to inform decisions and ensures the Union is meeting the needs of members.
- Ensure we comply with the requirements as outlined in our relationship agreement with the University, as well as reviewing the agreement when directed by the Board.
- Create a positive collaborative relationship with the Student Officers and other student leaders, ensuring that they are well supported and have sufficient advice to represent students' interest and priorities.
- Build and maintain effective working relationships with a range of University and external stakeholders, ensuring they are aware of the Union's work and strategy whilst maximising the opportunities for partnership working.
- Work in partnership with University stakeholders, on leading and managing strategic projects that align the Union and University's strategies.
- Liaise and build links with external bodies, where required and appropriate, in pursuing of the Union's mission and strategy.

Operational Management

- Overall responsibility for the management of all Union operations and accountability for the performance and development of services.
- Ensure all operations are compliant with all relevant legislation, regulation and policy and all appropriate records are kept.
- Responsible for records to ensure compliance with legislation, regulation and policy in particular with regards to matters of charity, employment and education law.
- Ensure a comprehensive set of agreed quality standards, key performance indicators and, where appropriate, service level agreements are developed, documented and achieved.
- Report to the Board of Trustees and appropriate University and Union Committees and ensure performance of services against agreed performance indicators.
- Exemplify and promote the values of the Union.
- Have a strong commitment to coaching and developing, working cooperatively with colleagues, valuing the contribution of others and sharing knowledge and expertise.
- Undertake other duties of a reasonable nature, as may be determined by the Board of Trustees from time to time, in consultation with the postholder.
- Carry out all duties in accordance with the Union's Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the Union's Health and Safety Policy, Codes of Practice and local rules.
- Work with the Board of Trustees and any other person with specific responsibility for health and safety, to enable the Union's responsibilities under the Health and Safety at Work Act to be discharged.

Miscellaneous/ Other Duties:

- Work across all sites as necessary
- Act as an ambassador for the Students' Union, promoting a positive image, in everything that you do
- Attend meetings and training events as required to aid Students' Union and personal development
- Undertake training and develop specialist knowledge in appropriate areas
- Review, plan and evaluate individual training needs, encouraging a learning and development culture
- Comply with and promote the environmental and sustainability policies and practices within the Students' Union
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the Students' Union
- Carry out all duties in accordance with Students' Union policies designed to protect members of staff or students from harassment. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the Students' Union and University Health and Safety Policies, Codes of Practice and local arrangements

- Cooperate with the line manager or any other person with specific responsibility for health and safety, to enable the Students' Union's and University's responsibilities under the Health and Safety at Work Act to be performed
- Demonstrate a commitment to working in a democratic environment

The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required. The job holder may undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder. This job description does not constitute part of the contract of employment.

Person Specification

Attributes	Relevant Criteria	How Identified	Rank
1. Relevant Experience	Experience of working as a senior leader with strategic responsibilities in an organisation of comparable size and complexity	Application form and Interview	E (Essential) / D (Desirable)
	Experience of financial management including the formulation of budgets, financial planning, monitoring and control	Application form and Interview	E
	Detailed understanding of key issues affecting students in Higher Education and the role of students' unions in the higher education setting	Application form and Interview	D
	Experience of working in a students' union or higher education	Application form	D
	Evidence of the formulation and implementation of strategic plans that have delivered identified outputs	Application form and Interview	D
	Experience of leading, managing, motivating and developing a high performing team	Application form and Interview	E
	Management experience of developing and delivering new commercial opportunities	Application form	D
	Working knowledge of the statutory and legislative framework governing charities, education and company law in the UK	Application form and Interview	E
	Experience and competency in the use of data and the analysis of statistics to inform decision making	Application form and Interview	E
2. Education and Training	Educated to Degree Level and/or holding another relevant training qualification	Application Form	E
	Evidence of continuous personal and professional development in a relevant area	Application Form	E
3. General & Special Knowledge	Enthusiastic, flexible in approach and a motivator of people	Interview	E
	Awareness of bigger picture but with fine attention to detail, turning strategy into reality	Interview	E
	A belief in and commitment to the values of London Metropolitan University and LMSU	Application form and Interview	E

	Self-sufficient and able to work independently on own initiative	Application form and Interview	E
	Commitment to the growth of equality, diversity and inclusion	Application form and Interview	E
4. Skills & Abilities	Ability to think and act strategically and tactically	Application Form	E
	Ability to manage, coach/mentor and develop a staff team to achieve their targets	Application form and Interview	E
	A networker and relationship builder who is able to maintain effective relationships with key stakeholders	Application form and Interview	E
	Developed analytical and project management skills with proven success in delivering results to demanding deadlines	Application form and Interview	E
	Fully competent in day to day use of IT	Application form and Interview	E
	Effective communication skills, both oral and written, with experience of drafting and presenting reports and making presentations on complex issues to a range of audiences	Application form and Interview	E
	Well-developed facilitation, delegation and negotiating skills	Application form and Interview	E
	Ability to act as an agent for change, influence at all levels within and outside the Union and to work effectively as part of a team	Application form and Interview	E
	The ability to innovate and push for new ways of working to bring improvement to services	Application form and Interview	E
	The ability to balance the political ambitions of the Union whilst also managing its reputational and financial risk	Application form and Interview	E
Ability to work with elected leaders in a democratic structure and commitment to working in a democratic environment	Application form and Interview	E	