

# RECRUITMENT PACK

**Mission:** Empowering students  
to achieve their full potential



# OUR PURPOSE

Beds SU is the official students' union of the University of Bedfordshire, helping over 14,000 students get the most out of their university experience. We campaign on issues that students care about, as well as provide lots of opportunities for students to meet new people, develop their skills, campaign for change and try something new.

## OUR SERVICES INCLUDE

### **SU BE INVOLVED**

- Sports Clubs
- Societies
- Volunteering opportunities

### **SU BE HEARD**

- Academic Reps
- Campaign for change
- Student voice

### **SU BE SUPPORTED**

- Confidential and impartial advice and support
- Representation

### **SU BE ENTERTAINED**

- Two social venues
- Regular events both on and off campus

# WORKING FOR BEDS SU

We are an ambitious bunch at Beds SU and we are proud of our achievements. To help us continue to drive our organisation forward, we look for talented, enthusiastic and inspiring individuals to join the team.

All our roles offer a range of great benefits, including an opt-in healthcare scheme, a free NUS Extra Card, a childcare voucher scheme, flexible working and additional concessionary days on top of your holiday allowance. Plus, we pride ourselves on being able to offer all our staff excellent personal and professional development prospects.

## AN AWARD-WINNING STUDENTS' UNION



Investors in People Accredited



NUS Quality Students' Union  
Accredited Good



Best Bar None  
Bronze Award



NUS Green Impact  
Accredited Good



# BENEFITS AT BEDS SU

Beds SU is pleased to offer a great range of benefits to its employees.

## PERSONAL BENENDEN HEALTHCARE SCHEME

As a member of staff at Beds SU, you have the option to sign up to our free Benenden Personal Healthcare service. Benenden provides a range of discretionary services including, an advice helpline, diagnostic consultations, treatment service and more. For more information about Benenden Healthcare, please visit [www.benenden.co.uk/](http://www.benenden.co.uk/)

## FREE NUS EXTRA CARD

Every full-time member of staff will be provided with a one year NUS Extra discount card when they start employment at Beds SU. NUS Extra offers a great range of discounts, both online and on the high streets. This includes up to 40% at Pizza Express, 10% off at Co-op, discount on cinema tickets, plus further international discounts via ISIC. To see all discounts available, please visit [www.nusextra.co.uk](http://www.nusextra.co.uk)

## SUBSIDISED MEMBERSHIP TO ON-CAMPUS GYM

All employees can sign up to the University's on-campus gym 'Aspire' at a discounted staff rate. Simply visit the gym to find out about their current staff rates and schemes.

## SU REWARDS

Earn 5p in rewards points for every £1 you spend in any of the Beds SU venues. Rewards points can then be used to purchase food and drinks in our venues, including Starbucks Coffee!





## COMPUTERSHARE BENEFITS

Beds SU is able to offer a range of additional benefits to staff via its Computershare membership. These include:

- » **Bike scheme** - This government-backed initiative could help you save up to 42% on the cost of a bike and safety accessories.
- » **Childcare Vouchers** - Childcare voucher costs are taken directly from gross salary before any deductions, so you won't pay tax or National Insurance (NI) contributions on the voucher. You can use childcare vouchers for all types of registered childcare, for children up to the age of 15 (16 if registered disabled).
- » **Savings on Computers** - Computershare computer scheme is popular and simple. It is a benefit-in-kind scheme where you can get the latest tablet or computer (plus other products like broadband routers, printers and monitors) and save on tax and NI. A wide range of computers are available - from Netbooks and iPads to touch-screen desktops. The cost can be spread over 3 years, making the latest technology affordable.

- » **Employee Assistance Programme (EAP)** - Whether you are facing a difficult situation at work or in your personal life, our Employee Assistance Programme (EAP) provides confidential, expert information, guidance and support on a wide range of issues.
- » **Online resource** - The online resource provides an immediate source of information on a range of issues from stress and anxiety to life-stage events such as pregnancy, caring for others, and separation and divorce.
- » **Telephone support services** - You have access to free, confidential telephone support services including:
  - » Telephone counselling
  - » Legal and financial information
  - » Health and wellbeing advice

More information can be found at  
[www.computershare-salaryextras.com](http://www.computershare-salaryextras.com)

## UNIVERSITY BENEFITS

Beds SU staff are able to take advantages of the great range of staff benefits offered by the University of Bedfordshire. These include:

- » Study fee reductions for children of staff
- » Free Microsoft Office 365
- » Cycle to Work Scheme
- » Wedding Package Discount at Putteridge Bury House and Gardens
- » Access to the 'Kaarp' offering retail and holiday discounts
- » Free Anti-Virus Software
- » Apple hardware discounts
- » Discounts on Adobe Products



## TIME FOR YOU

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We believe that a healthy working environment is one that offers good training, flexible working and time to relax and reflect. We are pleased to be able to offer our staff:

- » Flexible working hours
- » Opportunities to work from home
- » Birthdays as an additional day annual leave
- » Up to 8 days off a year on top of annual leave via company closure days
- » 10 days a year away from the office to take up community volunteering opportunities
- » Great training and development opportunities to ensure continued professional development

# WHERE WE ARE HEADING: VISION 2020

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## GROWING TOGETHER - BUILDING A 21ST CENTURY STUDENTS' UNION

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### Our Mission:

"Empowering students to achieve their full potential"

### Our Vision:

"Every UOB student will identify themselves as a member of Beds SU"

### Our Values:

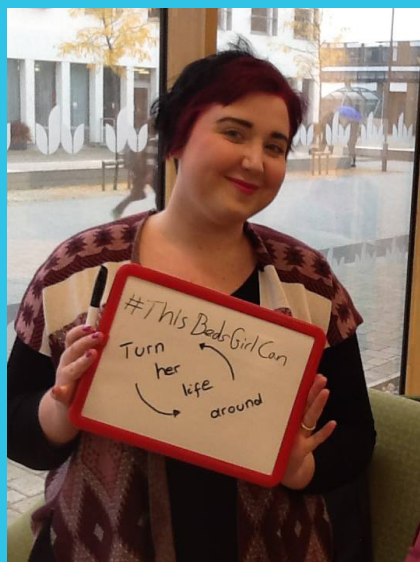
When delivering our mission and vision we will ensure we think, act and embody the following values:

- » Be Better – We will continually improve our organisation to make it better for students, staff and other key stakeholders.
- » Be Engaging – We will always make our offer engaging through careful planning, adequate use of technology and collaborative working.
- » Be Diverse – We will always offer a diverse range of activities and events while ensuring a diverse staff team and diverse student engagement.
- » Be Supportive – We will have a friendly and can-do mentality that always seeks to support everyone we encounter.



## STRATEGIC THEMES:

- 1) We will deliver an attractive and sustainable social programme that;
  - a. Has fit for purpose facilities...
  - b. Is autonomous from trading restrictions
  - c. Enables student leadership and employment
- 2) We will deliver opportunities that have a positive impact on our students that;
  - a. Are shaped by students...
  - b. Offer personal development
  - c. Ensure a collaborative working approach
- 3) We will deliver personal and segmented communications to students that;
  - a. Are based upon a clear and measured strategy...
  - b. Are strategically resourced
  - c. Are at the forefront of digital communication and technology
- 4) We will deliver an ethical, sustainable and well-governed organisation that;
  - a. Continually improves our ethical and environmental performance through stimulating student-led sustainability action...
  - b. Delivers sector leading personal and professional development for staff
  - c. Ensures robust and accountable financial systems





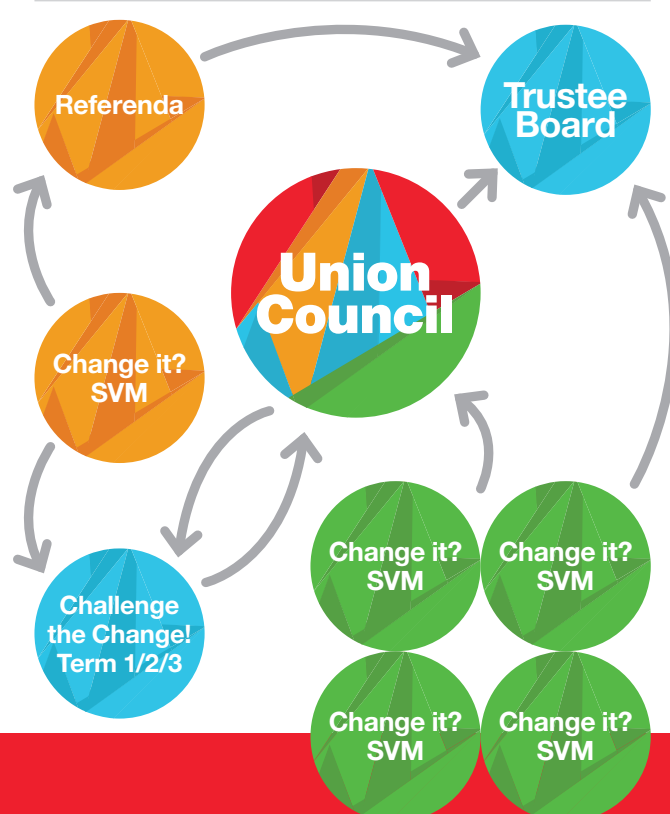
# STRUCTURE & GOVERNANCE

Beds SU is a democratic organisation, independent of the University of Bedfordshire. It's membership is made up of current University of Bedfordshire students, which become automatic members of Beds SU when joining the university (unless they choose to opt out).

The Union is headed up and led by five full-time Executive Officers, elected by the membership to represent the voice of students. Alongside the full-time Officers, there are also up to nine part-time Campus Liaison Officers and four Council Chairs who lead the student voice via Union Council.

Further to this, like any charity, Beds SU is legally overseen by the board of trustees which consists of the five full-time elected officers, two appointed student trustees and four appointed external trustees.

## OUR STRUCTURE



## FINANCES

The Students' Union has two principal sources of income; a block grant from the University and surpluses from trading operations with an overall turnover of in excess of £1 million. The Students' Union is a registered charity. Any surplus made from our trading operations goes towards providing services for our students.

# ABOUT THE UNIVERSITY OF BEDFORDSHIRE

The University of Bedfordshire is a modern, innovative university with a heritage of top quality education going back more than 100 years.

The university aims to nurture its students to become educated, employable and entrepreneurial global citizens.

With campuses in Luton, Bedford, Milton Keynes and Aylesbury, the university welcomes students from all backgrounds to study at a range of locations. Boasting more than 24,000 students from over 100 countries, including:

- » International and multi-cultural learning communities
- » Education partners in China, Middle East, Europe and South East Asia

- » 92% of Bedfordshire students who graduated last year have found jobs or are in further study – the highest figure achieved by the University. (Destination of Leavers of Higher Education 2013 survey).

## FACILITIES INCLUDE

- » Onsite Gyms in both Luton and Bedford
- » Cafés and restaurants





# TRAVEL

Beds SU is based on the University's main sites in Bedford and Luton. Both campuses allow for easy access by car and public transport.

We also encourage those that can to walk or cycle to campus.

## LUTON:

Our Luton campus is located right in the heart of the town centre, with easy access to Luton train station as well as a variety of bus services. If traveling by car, the campus is just 5 minutes from the M1 (Junction 10).

### Luton Campus

University Square  
Luton, Bedfordshire  
LU1 3JU, UK

## BEDFORD:

Bedford lies 50 miles north of London on the main A6 route. It is between the main north-south link roads, the M1 and the A1, offering easy access to the north and south of the country.

The campus is within walking distance of the train station (about 30 minutes) and there are always taxis available at the station.

The University also runs a shuttle bus connecting the Bedford campus with Bedford town centre. You may use the service with a staff ID card, student ID card or University visitor bus pass.

### Bedford Campus

Polhill Avenue, Bedford  
MK41 9EA, UK



### Other university campus sites include:

Aylesbury Campus  
Milton Keynes Campus  
London School of Commerce London Bridge  
London School of Commerce Birmingham  
Putteridge Bury Campus

# APPLYING FOR A JOB AT BEDS SU

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An application pack will be provided for a vacant position at Beds SU, which will include a job description, person specification, and details on how to apply for the role.

Beds SU requires all applicants to complete an online application form. Unfortunately, we are unable to accept a CV.

We encourage applicants to clearly identify how you meet the requirements of the post as outlined in the job description and person specification.

Please be aware Beds SU can only accept applications submitted online by the specified closing date. We endeavour to respond to all applicants, however, if you have not heard from us within two weeks of the closing date, please assume that you have been unsuccessful on this occasion.

As an employer, Beds SU strives to achieve diversity among its staff, reflecting the communities it serves.



