

# APPOINTMENT BRIEF

## UCAS COUNCIL

Security marking: Public

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### Vacancy: Council members who can bring students' perspectives

We've recently set up a student advisory group, which is linked to the UCAS Council, and appointed a student representative trustee. As part of our ongoing commitment to strengthening the student voice in our corporate governance, we are now looking to recruit several new members to join the existing student representatives on our Council.

Our Council is UCAS' senior advisory group. It is responsible for providing advice and challenge to the Board of Trustees and to the UCAS Executive Team on strategic issues, and highlighting issues, which are of importance to students, parents, and teachers, and universities and colleges.

We're interested in hearing from people who can bring a broad set of views and perspectives. You could be a student, or someone who has considerable experience of working with students or young people.

### UCAS

UCAS is the world's largest central admissions service for higher education. Our vision is to be at the heart of connecting people to higher education, and we do this by working with students, teachers, and the higher education sector to provide information, advice, admissions, and data analysis services.

UCAS was incorporated in 1993, and is a company limited by guarantee. We are registered as a company in England, as a charity in England and Wales, and as a cross-border charity in Scotland, with charitable objects to advance, and assist in the advancement of, higher, further, and secondary education.

UCAS' core purpose is to provide an accessible and trusted undergraduate admissions service. Every year, we support around 700,000 students, from over 200 countries, applying to undergraduate higher education. Our service is designed around enabling student choice and realising efficiency benefits for universities, conservatoires, colleges, schools, and applicants, and enjoys high levels of satisfaction across all customer groups. Our technology capability, and expertise in running this service, enable UCAS to offer postgraduate, conservatoire, teacher training, and degree apprenticeship services.

Our rich data assets and analytical expertise enable us to offer a unique perspective on progression and admission to higher education, and we make a significant and

growing contribution to national debates about education, access, and social mobility.

UCAS employs around 450 people, and is entirely self-funding through income from applications, universities and colleges, and revenues generated by our commercial subsidiary, UCAS Media Limited. Our annual income is around £50 million, and the organisation is based in Cheltenham, Gloucestershire.

We are at an exciting point in our evolution. Our refreshed corporate strategy establishes a clear focus on developing the undergraduate admissions service to better meet the needs of students, advisers, and higher education providers, in a rapidly changing and uncertain environment. The strategy establishes our ambitions to offer students more personalised information and advice, and to provide accessible, timely data and insights, to facilitate progression and participation in education. It establishes our goals to grow our presence in the postgraduate market, and work in partnership with others to expand our apprenticeship offering, and services for international students and those who support them.

To underpin the successful delivery of the strategy, the business is committed to increasing efficiency, and ensuring core services are self-funding, while growing the UCAS Media business.

### The UCAS Board, Committees, and the UCAS Council

UCAS has a skills-based Board of 13 trustees. Our trustees provide strategic guidance and scrutiny and are accountable for ensuring UCAS' strategy demonstrably meets its charitable objectives and delivers public benefit. The Board is supported by the Audit, Finance, Remuneration, and Nominations Committees.

In March 2019, the Chief Executive of the Students' Union of the University of Gloucestershire was appointed as a trustee, to strengthen the voice and perspective of students on the Board.

UCAS also has an advisory Council, established in 2013 to represent its customers and stakeholders. The role of the UCAS Council is to challenge and inform the work of the UCAS Board, give feedback to the Board on the organisation's performance, and inform UCAS' strategic direction. The Chief Executive customarily attends the Council meetings, accompanied by other UCAS executives, as appropriate.

### The vacancy

We are currently seeking several new Council members, who can strengthen students' voices and perspectives on the Council.

### Term and commitment

- > The Council meets twice a year, in either Cheltenham or London. We offer an induction day for new Council members, and run an annual session to help them stay up-to-date with business developments. Although we can't offer payment or remuneration for the role, we will reimburse reasonable expenses covering travel and accommodation.

- > Council appointments are normally for up to four years.
- > Applicants must be able to offer sufficient time to perform the responsibilities required of a Council member. This will include preparation for, and attendance at the Council meetings. As Council only meets twice a year, we expect that members will make every effort to attend these meetings.

### Person specification

We are looking for students, or people who have considerable recent experience of working with students and/or young people. This could include working for an organisation that provides support services to students or young people, working for a student-led organisation such as a Students' Union, or working for a company or organisation that offers services to young people.

In addition, the Board is looking for Council members with some or all of the following:

### Knowledge and experience

- > Experience of operating at Board, Council, or Committee level for a charity or private or public sector organisation. This could be from within or outside the higher education or education sectors.
- > Experience and understanding of the current challenges facing students and higher education, in the UK and overseas.
- > Effective communication and interpersonal skills, and experience of influencing senior stakeholders, fostering productive relationships across complex and wide-ranging stakeholder groups.

- > Evidence of strategic planning and decision-making, commercial acumen, and understanding of risk and performance management.
- > A breadth of vision, and a demonstrable understanding of the principles of good governance, including understanding of the proper separation between governance and executive management.
- > Awareness of the modern regulatory environment.

### Additional requirements

- > A record of championing equality of opportunity and diversity.
- > A personal style that demonstrates authority, confidence, and commitment.
- > Access to a network of contacts in the education sector, and ideally government, and business.
- > Act ethically with the highest levels of integrity, independence, and confidentiality.

### Appointment process

If you are interested, please submit a CV and short covering note expressing your interest, to Danya Young, Company Secretary, either by email at [CGrecruitment@ucas.ac.uk](mailto:CGrecruitment@ucas.ac.uk), or by post to UCAS, Rosehill, New Barn Lane, Cheltenham GL52 3LZ, quoting reference **SR2019**, by Wednesday 22 May 2019.

Shortlisted candidates will be invited to discuss the role with the Chief Executive, Clare Marchant, and the Director of External Relations, Helen Thorne.

### Equality and inclusion

UCAS is committed to equality and values diversity in its workforce and on its Boards, Committees, and Council. We welcome and encourage applications from all candidates in line with the Equality Act 2010. All information you send us will be kept secure, in line with the Data Protection Act 2018.

### Further information

- > **Corporate strategy: Future Focus 2020**
- > **UCAS Impact Report 2018**
- > **Annual report and accounts for the year ending 31 July 2018**
- > **UCAS Council constitution and membership**

Further useful information can be found on the UCAS website at [www.ucas.com](http://www.ucas.com).