

Independent Student Board Member: Candidate application pack

APRIL 2025

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About Independent Higher Education

Independent Higher Education (IHE) is the UK membership organisation and national representative body for independent providers of higher education, professional training and pathways. IHE works to promote, support and enhance the colleges, schools, universities, institutes and academies it represents, many of whom are specialists in what they do. Like the representative bodies for traditional universities and colleges, IHE gathers the views of our members and their students, and puts them forward to government, regulators (like the Office for Students) and other stakeholders.

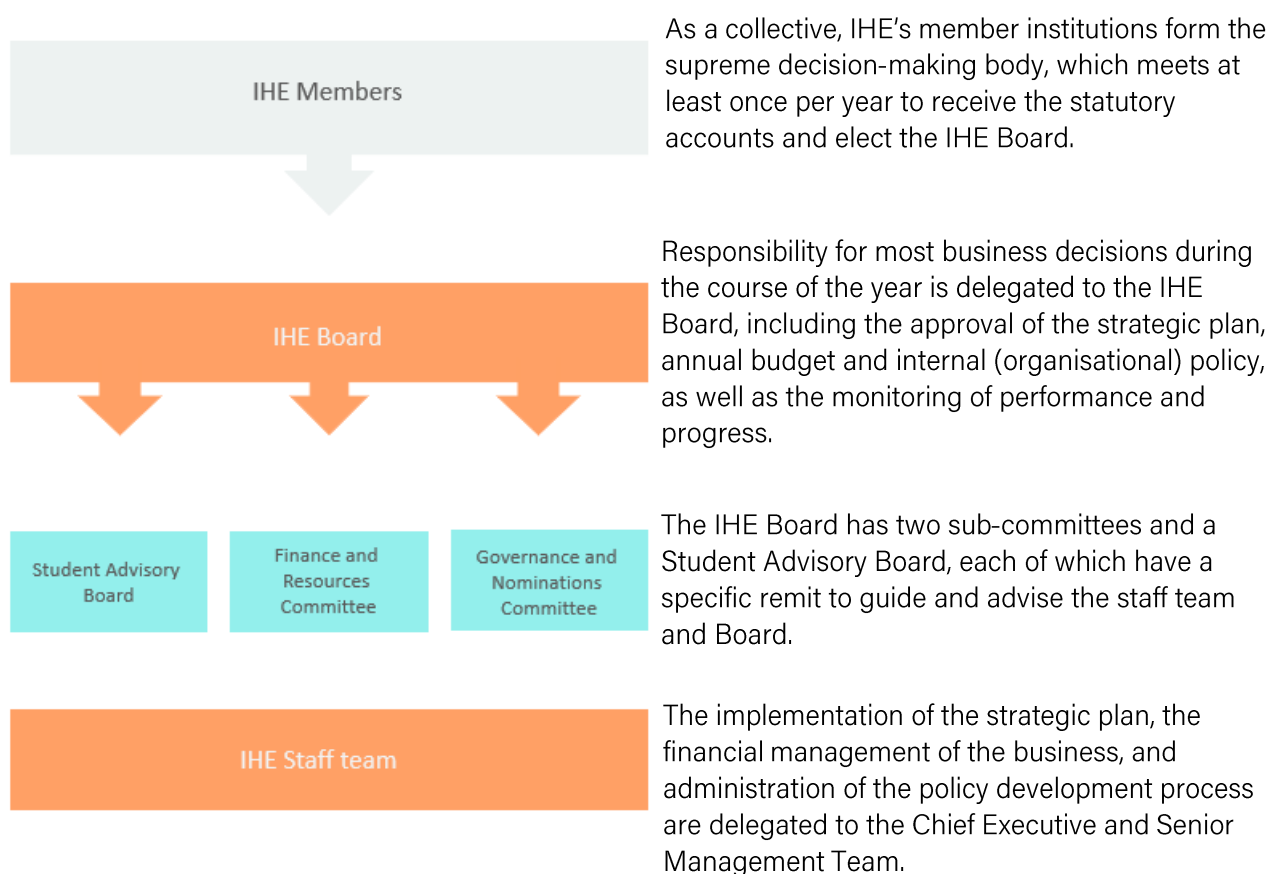
As the voice of the independent higher education sector, IHE plays a prominent role and has significant influence in the development and delivery of UK higher education. IHE represents independent providers to government and nominates individuals to roles on key sector boards, groups and committees to champion the innovation and specialism that exists in the independent sector. IHE also works collaboratively with other sector bodies to promote the UK as a leading global centre for education and provides the secretariat for the All Party Parliamentary Group (APPG) for International Students.

In 2021 we appointed our first Independent Student Board Member to ensure our decision making is always in the best interests of students at member institutions. Since then, we have also established a [Student Advisory Board](#) (SAB).

Previous Independent Student Board Members have presented at the IHE Annual Conference; been invited to speak at sector body events; had blogs published on national policy platforms; and worked with the IHE policy team to inform responses to government and sector consultations.

Governance Framework and Role of the Board

The Board is currently made up of eleven directors, most of whom are the leaders of member institutions. There are three non-member Directors who fulfil specific roles: Honorary Treasurer, Chair of the Governance and Nominations Committee, and Independent Student Board Member.



Role description

The Independent Student Board Member fulfils all the regular duties of a Director, with the additional specific remit to ensure Board decisions are made with the best interests of students in mind. The Terms of Reference of the Board can be found [here](#). In practice, this means you will:

- ensure that IHE complies with its governing document (Articles of Association), Rules, company law and any other relevant legislation or regulations
- contribute actively to the Board's role in giving firm strategic direction to IHE, setting overall organisational policy, defining goals and setting targets and evaluating performance against agreed targets
- support the Chief Executive and staff team to deliver the IHE strategy
- bring your experience as a student to Board discussions
- [Chair the Student Advisory Board](#) (Terms of Reference can be found [here](#))
- represent IHE on student voice matters at sector events and meetings (with help and support from IHE staff)
- engage with mentoring and training opportunities offered (see below)
- adhere to the [Code of Conduct for Board and Committee Members](#)

We don't expect you to be an expert in all of these areas right now and we will support you with:

- a mentor with experience of being on a Board and who matches your specific needs
- training delivered by student representation experts
- induction meetings and training with members of the staff team
- support and guidance throughout your term from the staff team and other Board members

Person specification

To be successful in this role, you will have:

- an interest in higher education policy
- a commitment to the mission and values of IHE
- a willingness to devote the necessary time and effort
- integrity and a high standard of personal ethics, with good, independent judgement
- the ability to see the bigger picture and consider the future repercussions of decisions
- a willingness to express your own opinion in a reasoned way, while also listening to the views of others; from fellow Board members, students, policy makers and government officials
- demonstrable experience of representing the interests of students or promoting the student voice, bringing first-hand knowledge of the many issues faced by past, present and future students
- a genuine interest in issues affecting higher education students, for example the quality of education, student finance and student loans, impact of cost of living changes on students, supporting student academic skills and wellbeing, supporting student mental health, and improving the student experience.

Eligibility

- You will need to be resident in the UK from 1 August 2025 to 31 July 2027, and be eligible to work in the UK for the duration
- You will need to pass IHE's due diligence checks (see application process below)
- You will need to be registered on a programme of study at an IHE member institution on 1 August 2025; or have completed a programme of study at an IHE member institution not more than 24 months prior to this date.

The relevant programme of study must have been a minimum duration of six months and deemed to have been at higher education level (i.e. equivalent to Level 4 or above on the English qualifications framework).

Terms

Time requirement

We expect that you will need to commit around 1-2 days per month on average, some flexible but some fixed, divided between:

- Board and Student Advisory Board meetings
- Annual events, such as our AGM, Annual Conference and two-day Board retreat
- Mentoring meetings and training
- Research, including meeting with other students
- Attending meetings and events with other sector bodies and government officials

Dates for the diary

7 and 8 July 2025 – Board strategy retreat (in person TBC)

24 September 2025 – Board meeting (morning; online)

26 November 2025 – Annual conference (London)

16 December 2025 – Board meeting (afternoon; London)

Location

Most Board meetings and Student Advisory Board meetings will take place online but you will be required to attend in-person events from time to time.

Term

The Independent Student Board Member will be appointed for a term of two years, renewable in exceptional circumstances for one additional one-year term.

Remuneration and expenses

You will be reimbursed for any travel and subsistence expenses you necessarily incur while on IHE business. You are also entitled to a stipend of £3,000 per annum. A stipend is a voluntary payment given as a token of appreciation for our student board member's contribution and service. It is not intended to be a payment for time spent or services rendered. Unlike a salary or wage, the stipend is not based on the amount of time or effort expended, and it should not be perceived as compensation for hours worked.

Application process

The closing date for applications is **9am on Monday 19 May 2025**.

We will review applications internally and let you know if you have been shortlisted for an interview by Friday 23 May.

Interviews will take place over the following two weeks, online. There will be two stages of interview.

If you have any questions about the role or application process, please contact Natalie Kubicki, Director of Membership and Operations: natalie@ihe.ac.uk

TO APPLY PLEASE SEND THE FOLLOWING TO APPLY@IHE.AC.UK

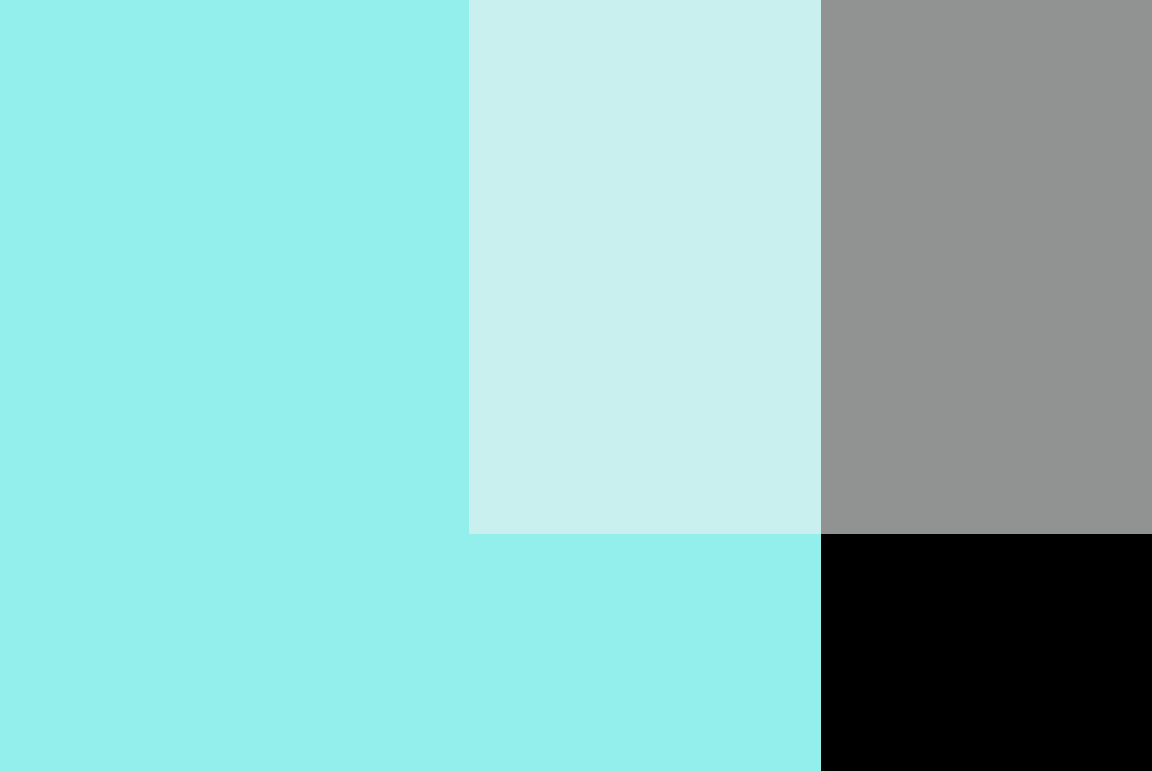
Your CV

A cover letter answering the following questions:

- What is your previous experience of representing and advocating on behalf of students?
- What are the student issues that you care about most, and why?
- What will this opportunity do for your future career plans?
- In what ways do you meet the person specification?

Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply for opportunities unless they meet every single qualification. We want to build a diverse and inclusive organisation, so if you're excited about this role but your past experience doesn't align perfectly with everything in our person specification, please do apply anyway.



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