

PERSONAL INFORMATION

Matthew Kitching

POSITION

Student at Edinburgh Business School, Heriot-Watt University

WORK EXPERIENCE

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- 01/2017–Present** **Member of Quality Assurance Expert Pool Steering Committee**
European Students' Union, Brussels (Belgium)
- In this role I help to administer the ESU Quality Assurance Expert Pool, selecting students for reviews and evaluations, delivering training on quality assurance matters and deputising for ESU Executive Committee members on quality assurance events and conferences. I am a trained reviewer for the European University Association's Institutional Evaluation Programme and the European Association for Quality Assurance in Higher Education.
- 04/2012–Present** **Membership Services Manager**
Bucks Students' Union
- In this role I am the deputy to the Chief Executive Officer with the responsibilities of my previous role at Bucks and the addition of university sport, societies, the Union's Advice Centre and its governance. I manage a team of 19 staff, of which 4 are direct reports, and a budget in excess of £770,000.
- 09/2009–Present** **Auditor & Reviewer**
The Quality Assurance Agency, Gloucester (United Kingdom)
- Member of QAA audit and review teams responsible for determining whether institutions have appropriate mechanisms to ensure the quality of their academic standards and of the learning opportunities offered to students. The process requires team members to read large volumes of complex information, question a variety of University personnel including senior managers and write comprehensive detailed reports.
- 09/2014–08/2016** **Student Engagement Adviser**
The Quality Assurance Agency, Gloucester (United Kingdom)
- Responsible for providing students' unions in UK higher education institutions with advice, guidance and support in preparing for external quality assurance reviews. Providing advice and assistance to students' unions as they seek to develop and enhance their student engagement mechanisms.
- 06/2008–04/2012** **Representation and Development Manager**
Bucks Students' Union, High Wycombe (United Kingdom)
- This role was part of the organisations Senior Management Team with responsibility for policy and research, report writing, campaigns, training, academic representation, the Volunteering Department and student retention initiatives. I managed a team of 5 staff as well as a wider team of volunteers and student staff and also held operational and management responsibility for budgets in excess of £150,000.
- 07/2006–06/2008** **President**
Bucks Students' Union, High Wycombe (United Kingdom)
- Chief elected officer of the membership organisation with responsibility for finance, staffing, legal

compliance, governance and representing over 9000 students. I was a charitable trustee of the Union which had a £2 million turnover, 30 permanent employees and over 250 casual and temporary staff. I was Chair of the most senior Union committees, including its Board, and a full member of Buckinghamshire New University's governing body.

EDUCATION AND TRAINING

| | | |
|-----------------|---|-------------|
| 02/2017–Present | <p>Masters in Business Administration with Specialism in Strategic Planning</p> <p>Edinburgh Business School, Heriot-Watt University, Edinburgh (United Kingdom)</p> <ul style="list-style-type: none"> ■ Business Administration ■ Economics ■ Strategic Planning ■ Communications and Marketing ■ Corporate Governance ■ Accounting ■ Finance ■ Project Management | EQF level 7 |
| 09/2011–09/2017 | <p>Masters of Science</p> <p>Birkbeck College, University of London, London (United Kingdom)</p> <ul style="list-style-type: none"> ■ American foreign policy ■ Modern British politics ■ Government and politics of America ■ Ideas, institutions and interests <p>MSc Government, Politics and Policy: Merit</p> <p>Dissertation on: Power and Control in the Federal Government 1992 - 2014: The role of public distrust, candidates, geography and demography in shaping the parties' contrasting electoral successes (Distinction)</p> | EQF level 7 |
| 09/2003–09/2010 | <p>Bachelors of Science with Honours</p> <p>Buckinghamshire New University, High Wycombe (United Kingdom)</p> <p>BSc (Honours) Police Studies: 2:1 Classification.</p> <p>Dissertation on: The Policing of Maritime Piracy in Somalia (First)</p> | EQF level 6 |
| 09/2000–07/2003 | <p>A-levels</p> <p>Scarborough Sixth Form College, Scarborough (United Kingdom)</p> <p>Law (C), English Literature (C), Modern History (D)</p> <p>General Studies (C)</p> | EQF level 4 |
| 09/1995–07/2000 | <p>GCSEs</p> <p>Graham School, Scarborough (United Kingdom)</p> <p>English Literature (B), English Language (B), Maths (B), Science (CC), Geography (A), Humanities (A), Electronics (B), German (B), History (B)</p> | EQF level 3 |

PERSONAL SKILLS

Mother tongue(s) English

| Foreign language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
|---------------------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| French | A2 | A2 | A2 | A2 | A1 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

- Communication skills
- I have excellent written and verbal communication skills acquired through my time as a student reviewer on over 30 quality assurance reviews, as an elected representative and as a senior manager in my current organisation
 - Experience of writing complex report text
 - Experience of delivering presentations at conferences and other events to large audiences
 - Experience of liaising with review teams through electronic platforms

- Organisational / managerial skills
- Currently managing a team of 19 staff including 4 direct reports
 - During my studies, in addition to my role as Students' Union President, I was also President of the rugby club, Chair of the Athletic Union and Union Council (the Students' Union's senior student decision making body). This experience helped me develop excellent leadership, organisational and time management skills.
 - Experience as a leader of a local community Scout group
 - Developed organisational skills running in local government elections for a major political party

- Job-related skills
- Currently acting as student reviewer in my home country
 - Support elected student leaders in my current job role which includes helping them prepare for quality assurance reviews and internal quality assurance activity
 - Provide student engagement advice for students' unions across the UK
 - Authored student submissions to external quality assurance reviews

Digital skills

| SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|-----------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem solving |
| Proficient user | Proficient user | Independent user | Proficient user | Proficient user |

Digital skills - Self-assessment grid

- I am highly proficient in the use of Microsoft Office
- I was involved in the procurement of my organisation's current website, liaising with providers and now generate content for the site
- I have also led the procurement of e-booking systems

Driving licence B

ADDITIONAL INFORMATION

- Honours and awards
- Rugby club colours (Buckinghamshire New University: 2006)
 - Outstanding Contribution to University Sport (Buckinghamshire New University: 2008)

- Courses
- Employment law workshop (2013)
 - Equal opportunities in staff recruitment and selection (2013)
 - Advanced interviewing skills (2013)

- Embedding successful PDRs (2014)
- Commercial Instinct (2015)

Certifications ■ Minibus Driver Awareness Scheme



MATTHEW J. KITCHING

31/01/19