



HIGHER EDUCATION LIAISON OFFICERS ASSOCIATION

Group Vice Chair (Training) Role Descriptor

Key skills that will be further developed in this role:

- Event planning, organisation and management
- Communication and networking skills
- Solid understanding of the training and development needs of the sector in a regional context

Author:	Ben Hughes, UK Vice Chair (Groups)		
Contributors:	Karen Hinton, UK Secretary (Governance, Policy and Management)		
Amendments:	Amandip Bisel, UK Vice Chair (Group Development)		
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About HELOA

HELOA is the professional association of higher education staff working in the field of education liaison and provide guidance and information to prospective higher education students, their families and advisers. Established in 1990, the Association has approximately 1000 members from over 130 higher education institutions across the United Kingdom. Our members work in a wide range of functions within universities, covering areas of schools and colleges liaison, student recruitment, widening participation, external relations, marketing, publications and publicity, and student services. All members are committed to high standards of professionalism.

For our members, we provide:

- High quality and low cost training and professional development opportunities
- Networking and conferencing opportunities, regionally and nationally
- Advice, guidance and support for both newcomers and experienced practitioners
- Regular updates on changes to the HE sector, helping you to better advise your students

HELOA Group Vice-Chair (Training) Role Description

The Group Vice-Chair (Training) may be a Primary Contact or HELOA member and will be elected according to procedures set out in the constitution. Each Vice-Chair shall normally serve for a two year period of office with an option to stay in post for a third year if agreed by the Group Chair and regional committee.

This is a high profile role within the Association, working closely with and supporting the Group Chair and the UK Vice-Chair (Training) to develop training opportunities and professional development for group members alongside supporting training and networking opportunities at UK level. It will also provide the opportunity to develop many of the skills valued more widely in the higher education sector and be an excellent platform to progress onto further roles within the Association at Executive level.

Below highlights the core responsibilities of a Vice-Chair (Training) however the UK Executive encourages you to add to these with regards to individual Group aims and objectives in consultation with Group Chairs.

Core responsibilities

- 1) To take responsibility for all training and professional development of the group linking with the UK Vice Chair (Training) to include input into the AGM and Annual Conference programme;
- 2) To work with and support the Group Chair and the Vice Chair (Partnerships) where applicable to produce an annual document outlining the groups objectives for training and professional development for the forthcoming year in line with HELOA UK Strategic Plan;
- 3) To prepare a one page annual report on training and professional development for the group to be integrated into the Group annual report for AGM;
- 4) To assist the group in developing its profile within the region;
- 5) To chair group meetings in the absence of the Group Chair disseminating relevant news to members from UKC and play an active role in the management and development of the Group;
- 6) To attend UK Committee meetings in the absence of the Group Chair, representing the views and activity of the group;
- 7) To act as a spokesperson/representative of HELOA.