



HELOA Group Chair

Role Descriptor



What is the role?

This is a vital role within HELOA as the post holder will not only shape the Group, but also act as a conduit between the UK Committee and the Group to ensure the views of members are being fed into UK strategy. The post holder will chair Group meetings and ensure their members are informed of developments across the higher education sector, using their views and opinions to shape future agenda items.

What will you get to do?

The Group Chair is an elected role and will normally last for 3 years. The elected person must be a member of HELOA. The role will be responsible for engaging with members of their Group predominantly by way of meetings. The role also allows the post holder to engage at national level (through the UK Committee) with developments across the higher education sector, particularly in the areas of student recruitment, outreach and widening participation.

What will you learn?

- How to construct agendas, chair meetings and identify action points
- Experience of leading a remote team in developing and delivering Group priorities in line with a national strategy
- How to oversee a budget
- How to produce an annual report outlining yearly activity against objectives
- The chance to represent a group on a national committee

The role will be expected to:

- Work alongside the Group committee to develop the Group profile among members
- Lead and support the Group committee members with their roles and responsibilities
- Chair at least three Group meetings per year, disseminating relevant news to members from the UK Committee meetings. Additionally, you are required to chair a group meeting at the annual AGM and Conference
- Assist with member and membership issues within the Group
- Provide leadership and vision in order to develop the group, in line with the HELOA UK Strategic Plan
- Attend four UK Committee meetings per year, representing the views and activity of the Group
- Work with the Group committee to produce an annual document outlining the groups aims, objectives and spend for the forthcoming year in line with HELOA UK Strategic Plan
- Prepare an annual report on Group activity for AGM
- Act as a spokesperson / representative of HELOA

What are we looking for?

- Excellent organisational skills
- Strong communication and interpersonal skills
- Ability (but not necessarily experience) to chair meetings
- Good time management skills to fit HELOA duties around your day job
- Enthusiasm for HELOA and its' aims

Reporting

Group Chairs report to the UK Vice-Chair (Group Development). Attendance at UK Committee meetings is encouraged (there are approximately four meetings per year) and attendance at the National Conference is compulsory.

Remuneration

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UKC meetings. As attendance at national conference is compulsory, a free conference place will be provided each year for the duration of the role.

Testimonial

"I recently became aware of just how valuable the role of HELOA group chair has been for my career. I applied for a new job and there was more than one occasion when I used my knowledge and experience from HELOA to reference how I met the job specification. I also had a number of examples I could use from role during the interview! Without being involved in the HELOA committee, I really don't think I could have progressed quite as quickly as I did. Not only that, it's given me an opportunity to make friends with some great people. We worked really hard together as a group, but also have a great time socially too!"

- Jen Barton

Group Chair, North East, Yorkshire and the Humber

Any enquiries to Amanda Kenningley, UK Vice Chair (Group Development)
email: groupdevelopment@heloac.ac.uk



