

HELLOA

Group Vice Chair
February 2024



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 full member of HELOA, and their institution must have a campus within the group's geographical area.

The Group Chair is a trustee of HELOA and has responsibilities under the Charities Commission.

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.

HELOA is committed to supporting our members, if you would like to consider this role on a split/job-share basis please contact the VC Group Development.



What will you get to 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 (either hybrid or in person) 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
- Attend the annual national conference and support the training team in the delivery of this event
- Contribute to 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). Attendance at the UK National Conference is mandatory, however, a representative from the Group Committee as proxy by arrangement with the VC Group Development.

Remuneration

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UKC meetings.

Whilst attendance at national conference is compulsory, a funded conference place to support the effective delivery of the conference will be provided.

For more information about the role, please contact: groupdevelopment@heloac.ac.uk

Registered Charity numbers: 1182953 (England & Wales) and SC050285 (Scotland)

