

# HEL<sup>o</sup>A

Group Vice Chair  
(Membership & Communication)  
February 2024



## **What is the role?**

The post holder will service a group committee, planning locations/dates for group meetings, together with taking notes for all meetings. The role also allows the post holder to promote the work of the group through various methods of communication.

## **What will you get to do?**

The Group Vice Chair (Membership & Communication) is an elected role and will normally last for 3 years. The elected person must be a member of HELOA, and be working in the group's geographic area as a campus or regional representative.

The role will be responsible for planning and promoting group meetings/training days for your Group, either face-to-face, online or as a hybrid of both, based on the requirements of Group members, as well as lead on elections within the group.

The role allows the post holder to engage at national level (through the UK Committee), particularly with the UK VC (Membership & Administration) and UK VC (Communications).

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 service a committee and deliver customer service excellence, ensuring consistency and accuracy in accordance with organisational systems, processes and regulations.
- How to coordinate multiple stakeholder activity, working collaboratively across a national, charitable organisation.
- To collect, analyse and interpret data, report against organisational performance indicators and make appropriate recommendations for improvement.
- To adhere to organisational governance and policy procedures in line with GDPR regulations.
- How to utilise relevant channels and social media platforms to promote activity in line with organisational objectives.
- To contribute to team activity with the ability to lead on a clear area of responsibility.
- How to utilise relevant channels and social media platforms to promote activity in line with organisational objectives.
- To build networks and develop contacts at a national level.

## The role will be expected to:

- To organise all logistics of group meetings and ensure timely communication with group members regarding meeting dates, venues etc.
- To organise and take notes of each group meeting of which there must be at least three annually, in partnership with the Group Chair.
- To ensure meeting notes are uploaded and shared with Group members in a timely manner.
- To work with the Group VC Training to support promotion and attendance for group training days or conferences.
- To liaise with the communications team regarding social media takeovers of group events, ensuring national exposure of group activity.
- To link with the HELOA office and communications teams to ensure information relating to Group membership is up to date on the website and group pages.
- To manage the election process for any group committee vacancies.
- To manage and analyse member attendance at group meetings, supporting group level commitments to the HELOA strategic plan.
- 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.
- Lead or support on the delivery of other projects as agreed by the group committee (e.g. mentoring, mystery shopping).
- Attend UK Committee meetings in the absence of the Group Chair, representing the views and activity of the group.
- Act as a spokesperson/representative of HELOA.





## What are we looking for?

- Excellent organisational skills
- Strong communication and interpersonal skills
- Excellent customer service skills
- Good time management skills to fit HELOA duties around your day job
- Enthusiasm for HELOA and its' aims

## Reporting

The Group Vice Chair (Membership & Communication) reports to the Group Chair and is encouraged to work with the UK VC (Membership & Administration) and UK VC (Communications) and their teams to get a holistic view of these areas within HELOA.

## Remuneration

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

**For more information about the role, please contact:** [groupdevelopment@heloac.ac.uk](mailto:groupdevelopment@heloac.ac.uk)

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

