

# HEL<sup>o</sup>A

Group Vice Chair  
(Training)  
February 2024



## **What is the role?**

The post holder will ensure good quality, relevant, training is provided at Group meetings, based on the requirements of members.

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

The Group Vice Chair (Training) 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 training sessions for your Group, either face-to-face, online or as a hybrid of both, based on the requirements of Group members.

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 plan and deliver a programme of training sessions based on stakeholder requirements, demonstrating impact of their implementation.
- To coordinate multiple stakeholder activity, working collaboratively across a national, charitable organisation.
- To collect, analyse and interpret data and make appropriate recommendations for improvement.
- To contribute to team activity with the ability to lead on a clear area of responsibility.
- How to deliver training sessions face-to-face, online and in a hybrid way.
- To build networks and develop contacts at a national level.

## **The role will be expected to:**

- Take responsibility for all training and professional development of the group linking with the UK Training team and other Group VC Training post holders to ensure that training events are high quality, cost effective and representative of members needs across the group.
- Work with the Group VC (Membership and Communications) to support promotion and attendance for group training days or conferences.
- Assist the group in developing its profile, encouraging member engagement with HELOA both at group level and nationally.
- Ensure that the national training database is kept up to date with group speaker information and content feedback, and GDPR compliance checks are undertaken as required.
- Work with and support the Group Chair 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.
- 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.
- Attend UK Committee meetings in the absence of the Group Chair, representing the views and activity of the group.
- Lead or support on the delivery of other projects as agreed by the group committee (e.g. mentoring, mystery shopping).
- 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 (Training) reports to the Group Chair and is encouraged to work with the UK VC (Training) 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)

