**Job Advert**

The (Insert name) Group are looking for a new Group Vice Chair for Memberships and Communication

It is an exciting role that is strongly linked to supporting and increasing HELOA member engagement at both group and national level. You will work closely with your group committee, UK Vice Chair for Memberships and Administration and HELOA office to not only ensure the smooth running of group meetings and events but support HELOA strategic plan commitments to increase member engagement through promotion and communication of group activity and attendee analysis.

For more information, please see the separate job description.

A bit more about your group committee

*Insert information about the group committee – group chairs to insert information about the committee. For example, who they are, forthcoming activities etc.*

If you aren’t sure about what a role within HELOA involves, the below gives you further information.

**General FAQs**

**What experience do I need?**

No specific experience is required to undertake this role, just enthusiasm to get involved. Training and guidance will be provided.

**Will I have support?**

Yes of course. A big advantage of getting involved with HELOA is the wealth of experience available to support you and help you to build confidence in your role. You will have support from your group committee, particularly your group chair but there is also the network of other Group VC Membership and Communication role holders, our UK Vice chair for Memberships and Administration and the HELOA office who can provide you with advice, support and answer any questions that you might have.

**I haven’t worked in the sector very long; can I still apply?**

Absolutely. HELOA encourages all members to become involved not matter how long you have been working within the sector or how much experience you have.

**How much time does the role take?**

This can really vary as you will be busier in the periods around group meeting dates but on average it will be around a couple of hours each month. In addition to this there is the time spent at group meetings / training events which is usually around 4 days per year.

**What are the benefits?**

There are a number of specific benefits, skills and opportunities to gain experience that this role provides. These are provided in the separate job description.

Getting involved with a HELOA massively expands your networks and exposes you to development opportunities that are not always available in your workplace. Many HELOA members cite being involved at either group or national committee level as a key factor in obtaining promotions within the sector.

**How do I apply?**

Most HELOA roles involve an election process which means you must complete a short nomination form that outlines why you are interested in the role and the skills that you can bring. Your nomination must also be proposed and seconded by two current HELOA members. These can be either from within your institution or another institution from within your group. Neither the proposer nor seconder can be a member of UKC or the current / past post holder. If you are interested in putting yourself forward for the role but are not sure who HELOA members are within your group are then please contact your group chair or the HELOA office for support. We also ask that you have line manager approval to go for the role.