



Group Vice Chair (Training) Role Descriptor

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Amendments:			
Version:	1	Status:	UKC approved
Date:	February 2020		
Consultation:			

About HELOA

HELOA is the professional association of staff in higher education who work in student recruitment, outreach, marketing and admissions. Our members help potential students, and their families and advisers, make an informed decision about their future in education by providing high-quality information, advice and guidance. They are professional, passionate and engaged advocates for higher education.

Established in 1990, the Association now has around 1,500 members from over 140 UK universities and higher education institutions. HELOA encourages collaboration, sharing good practice and rigorous standards of impartiality amongst our members, helping them to inform students throughout their journey to higher education.

For our members, we provide:

- High quality and low cost training and professional development opportunities
- Networking and conferencing opportunities, regionally and nationally
- Advice, guidance and support for both newcomers and experienced practitioners
- Regular updates on changes to the HE sector, helping you to better advise your students

HELOA Group Vice-Chair (Training)

The Group Vice-Chair (Training) may be a Primary Contact or HELOA member and will be elected according to procedures set out in the constitution. Each Vice-Chair (Training) shall normally serve for a period of up to three years where possible.

The position will provide the opportunity to develop many of the skills valued more widely in the higher education sector whilst providing access to national networks. Below highlight the core responsibilities of a Group Vice-Chair (Training) however over and above this commitment, the Vice-Chair (Training) can become involved in other activities planned by the group

Core responsibilities

- 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
- To work with the Group VC (Memberships & Communication) to support promotion and attendance for group training days or conferences

- To assist the group in developing its profile within the region, encouraging member engagement with HELOA both at group level and nationally
- To ensure that the national training spreadsheet is kept up to date of group speaker information and content feedback
- To 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
- To 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
- To attend UK Committee meetings in the absence of the Group Chair, representing the views and activity of the group
- To act as a spokesperson/representative of HELOA

Experience and Skills

By undertaking this role, you will demonstrate the ability to:

- Coordinate multiple stakeholder activity, working collaboratively across a national, charitable organisation
- Plan and deliver a programme of events based on stakeholder requirements, demonstrating impact of their implementation
- Collect, analyse and interpret data and make appropriate recommendations for improvement
- Utilise relevant channels and social media platforms to promote activity in line with organisational objectives
- Contribute to team activity with the ability to lead on a clear area of responsibility
- Build networks and develop contacts at a national level

Skills developed:

- Stakeholder engagement
- Event planning, organisation and management
- Data analysis
- Communication and networking
- Teamwork
- Solid understanding of the training and development needs of the sector in a regional context