



HELOA Group Vice Chair (Membership & Communication)

Role Descriptor



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. The role also allows the individual to develop links and partnerships at a Group level.

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. 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. 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).

What will you 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
- 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 3 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 for 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 and meeting notes and presenter slides are placed in the document library on the HELOA website
- 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
- 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.

Testimonial

"My almost three-year involvement in a HELOA Group Committee has given me the opportunity to develop and evidence skills I would likely be unable to fully develop within my employed role within an HEI. Events planning, project management, financial planning, awareness of key legislation such as Data Protection regulations and many other rewarding and valuable examples of experience have come directly from my experience in HELOA. It has bolstered my confidence and been personally rewarding to make such a strong connection with my peers across the HELOA network. I would recommend you speak directly to current Committee post-holders to fully understand the ins-and-outs of the positions available. I cannot recommend it enough; it has been a remarkable experience and I have gained so much personally and professionally."

- Jamie Graney

Group Vice Chair (Membership & Communication), North West & Northern Ireland

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