



HELOA Group Vice Chair (Training & Partnerships)

Role Descriptor



What is the role?

The post holder will ensure good quality, relevant, training is provided at Group meetings, based on the requirements of members. 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 (Training & Partnerships) 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 training sessions for your Group, either face-to-face, online or as a hybrid of both, based on the requirements of Group members. This role also requires the individual to build upon partnerships work undertaken at UK level and develop links and partnerships at a Group level. The role allows the post holder to engage at national level (through the UK Committee), particularly with the UK VC (Training) and UK VC (Partnerships).

What will you 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
- 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 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
- Link with the HELOA UK partnerships team to ensure that existing partners or collaborative stakeholders have access to group activity, either by contributing to training activity or through the periodic dissemination of relevant information
- Ensure that the UK Partnerships team are kept informed of any group level relationships with external stakeholders
- Work with the Group VC (Communication) 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 spreadsheet is kept up to date with group speaker information and content feedback
- 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
- 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 & Partnerships) report to the Group Chair and is encouraged to work with the national training and partnership 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

"Getting involved with HELOA at a regional level is one of the best decisions I've made in my career. My time as VC-Training for the London group was a brilliant way to meet colleagues in other universities and help me settle into a new city, as well as developing my professional network – my lovely HELOA friends are some of my biggest cheerleaders, and I always look forward to catching up with them! Through the role I worked with a wide range of external contacts, including Office for Students and UniConnect, and developed event planning and collaborative skills, as well as confidence in my professional knowledge and career prospects. Writing and talking about my involvement in HELOA has helped me when applying for new roles, both paid and voluntary, and now that I am the Head of my own department, I can really see the value in having something to add to the 'Other' section on application forms – it does make a candidate stand out, particularly when they can identify the transferable skills they've gained. After completing my three-year term as VC-Training I was elected as Chair for the London group, and am thrilled to remain part of the network, steering a brilliant committee and helping members benefit from the organisation as much as possible."

- Ashleigh Hope

Former Group Vice Chair (Training & Partnerships), London Group

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

