

HELOA

UK Vice-Chair (Group Development)
February 2023



HELOA

HELOA (registered charity) is the professional association of staff in higher education who work in student recruitment, outreach, marketing and admissions.

Established in 1990, the Association now has around 1,700 members from over 145 UK universities and higher education institutions. HELOA encourages collaboration, sharing good practice and rigours standards of impartiality amongst our members, helping them to inform students throughout their journey to higher education.

The HELOA Executive and UK Committee

HELOA operates with an Executive consisting of the UK Chair, seven UK Vice-Chairs (Partnerships; Communications; Finance; Governance and Policy; Group Development; Membership and Administration; Training). The UK Committee comprises of the UK Executive, Group Chairs and invited appointed Officers. The UK Executive meets 3-4 times per year, and the UK Committee meets 3-4 times per year.

Responsibilities of the UK Executive

The general responsibilities of the UK Vice-Chairs are:

- To chair UK Committee and Executive Committee meetings in the absence of the UK Chair;
- In the event of the UK Chair resigning, one of the Vice-Chairs (normally the 'senior') to become acting Chair of the Association, as determined by the UK Committee, until such a time as a new UK Chair is elected;
- To represent the Association on such external bodies as determined by the UK Committee, and to deputise for the UK Chair as official representative of the Association when the Chair is not available. One or more of the Vice-Chairs will normally be expected to represent the Association at any meetings or on any groups organised through UCAS where the focus is on UCAS HE Conventions;
- To establish links with external organisations with whom the association may wish to associate;
- To oversee the activity of the appointed Officers of the Association;
- To undertake such additional responsibilities as periodically requested by the UK Committee.

Within these general responsibilities, each Vice-Chair shall have a specified portfolio of responsibility. This shall be determined in discussion with the UK Chair, on election to post, subject to the approval of the UK Committee.

What is the role?

This is a vital role within HELOA as the post holder will not only be part of the UK Executive, but also act as a conduit between the UK Committee and the network of nine Group Chairs to ensure the views of members are being fed into UK strategy. The post holder will work closely with the Group Chairs to support the strategic development of Groups to reflect the aims of HELOA, encompassing training, partnerships and an engaged membership.

What will you get to do?

The role is an elected role and will normally last for three years. The elected person must be a member of HELOA. The role will be responsible for engaging with the nine Group Chairs to support them in leading their Groups (and committees) in activity that reflects the individual interests of the Group, while also ensuring that members are able to access the same level of service from HELOA regardless of their Group location.

What will you learn?

- Experience of leading a remote team (of nine Group Chairs) in developing and delivering Group priorities in line with national strategy
- To contribute towards a national strategy document and updating regularly as tasks and activities are completed
- How to produce an annual report outlining yearly activity against objectives
- The chance to be part of a national Executive committee of a large charitable organisation
- To build networks and develop contacts at a national level

The role will be expected to:

- Work with a network of nine Group Chairs to support the strategic development of Groups to reflect the aims of HELOA
- Ensure that institutional Primary Contacts are aware of Group activities and the importance of engaging with the Group
- Support Groups in making robust financial plans and work with UK Vice Chair (Finance) to ensure that Group spend is managed appropriately in order to reduce the risk to the overall financial integrity of the Association



- Ensure continued work towards a platform of future growth within the Groups, including;
 - Communicating regularly with Group Chairs, identifying problems with membership engagement early and implementing plans for supporting re-engagement
 - Supporting Groups in filling all Committee positions, utilising good governance processes
 - Communicating effectively between Groups, UK Executive and the UK Committee, and implementing processes to ensure that Groups are communicating with the wider membership
 - Providing strategic direction to the network of Group Chairs and their Committees

What are we looking for?

- Excellent communication and interpersonal skills
- Strong organisational skills
- Good time management skills to fit HELOA duties around your day job
- Enthusiasm for Groups, HELOA and its' aims

Reporting

This role reports to the HELOA Chair. Attendance at UK Committee meetings is strongly encouraged (there are approximately four meetings per year) and attendance at the National Conference is compulsory.

Remuneration

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UKC meetings. As attendance at National Conference is compulsory, a free conference place will be provided each year for the duration of the role.



What's it really like?

"I have thoroughly enjoyed working with the Group Chairs over the last few years; helping them fill vacancies within their committees, assisting with ideas for their group meetings and navigating through lockdowns and the switch to online meetings. I held two posts at Group level prior to this role, including Group Chair, so this felt like a natural progression, given my enthusiasm for Groups and all they do. Whilst the role isn't specifically managerial, it does lend itself towards leadership and would be really useful for anyone wanting to gain those skills outside of work. The role is also really useful for being part of an Executive Committee and understanding how a charity operates. If you're passionate about Groups and their role within HELOA, I would highly recommend the role to you!"

Amanda Kenningley
Former UK Vice Chair (Group Development)

Any enquiries to Reena Kaur, HELOA UK Chair, email: chair@heloac.ac.uk

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

