



# UK Vice-Chair (Training) Role Descriptor

Author:	UK Vice Chair (Governance and Policy) <i>updated existing role descriptor</i>		
Contributors:	Charlotte Brooks, UK Vice-Chair (Training)		
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## **HELOA**

HELOA is a charity and the professional association of higher education staff working in the field of education liaison and provide guidance and information to prospective higher education students, their families and advisers. Established in 1990, the charity has over 1000 members from 145 higher education institutions across the United Kingdom. Our members work in a wide range of functions within universities, covering areas of schools and colleges liaison, student recruitment, widening participation, external relations, marketing, publications and publicity, and student services. All members are committed to high standards of professionalism.

### **The HELOA UK Executive**

HELOA operates with an Executive consisting of the UK Chair and seven UK Vice-Chairs covering the following areas:

- Membership and Administration
- Partnerships
- Communications
- Finance
- Governance and Policy
- Group Development
- Training

### **Responsibilities of the UK Executive**

The general responsibilities of the seven UK Vice-Chairs are:

- To chair the UK Executive Committee and UK 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 charity, as determined by the UK Committee, until such a time as a new UK Chair is elected;
- To represent the charity on such external bodies as determined by the UK Committee, and to deputise for the UK Chair as official representative of the charity when the Chair is not available. One or more of the Vice-Chairs will

normally be expected to represent the charity 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 charity may wish to associate;
- To oversee the activity of the appointed Officers of the charity;
- To liaise with HELOA group Chairs on the development of links between the UK Committee and the HELOA groups, and support them in the running of their groups;
- To take responsibility for all member and membership issues in conjunction with the HELOA Office;
- 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.

### **Vice-Chair (Training)**

This is a varied, challenging and exciting role within the charity. Working as part of the UK Executive and UK Committees this post plays a key role in the management and direction of the charity alongside specific responsibilities. The main aims of this post are:

- For HELOA to develop a greater understanding of the professional training needs of our entire membership
- To ensure that the charity is investing in the personal and professional experience for members to be the future leaders of the charity

Responsibilities include:

- Managing the HELOA Conference Managers to support in the delivery of the National Conference, NPC and PDCs.
- To pull together the content for the National Conference, including keynotes and workshops, and to continually review and enhance the content of the Conference to ensure that training is timely, relevant and varied for members;
- Identifying and delivering opportunities for income-generation from HELOA training events;

- Working with the HELOA Vice Chair (Finance) to ensure training activities meet the income and expenditure in the budget;
- To work with the Vice Chair (Partnerships) to increase commercial revenue from conferences and manage the relationship with key partners such as UCAS & SLC in relation to training;
- To work with hotels and conference venues to source suitable venues that meet budget requirements for HELOA training events
- To provide training and development which is responsive to member needs and which addresses those needs at differing points on the career ladder, including beginnings, advanced practitioners and in-year training opportunities;
- To recognise future potential training and development needs by being aware of developments within the sector which have implications for members;
- Supporting group Vice-Chairs (Groups) in the planning and delivery of activities on a group level;
- Support training opportunities for the UK Committee and Executive Committee;
- To establish and support information networks through which members may share information, experience and good practice and to create opportunities for members to meet and share best practice ideas in a professional yet challenging environment;
- To ensure that all training is regularly reviewed and that evaluations are shared with members in a timely and transparent manner.
- To oversee and report on the work of the Conference and Training Team.

Interested members should ensure that they have the support and backing of their employing institution, particularly their line manager, as the UK Vice-Chair role has the potential to be high profile, and will also take some time away from the post-holder's full time job. The Vice-Chair attends the AGM and three meetings per year (normally over two days to cover both Executive and UK Committee meetings), and will also have regular communication with the Conference Managers, HELOA Office and the rest of the Executive and UK Committee.

For more information about the role, please contact the current Vice-Chair (Training) Charlotte Brooks on [charlotte.brooks1@nottingham.ac.uk](mailto:charlotte.brooks1@nottingham.ac.uk)