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HELOA

HELOA UK Vice-Chair (Training)
June 2026



What does the Training Team do?

The Training Team is part of the HELOA UK Committee (UKC) and is responsible for managing national training events for members, both in-person and online. This includes the National Conference, New Practitioners' conferences, Professional Development conferences plus a brand new Networking and Wellbeing conference.

With over 1,700 members, the HELOA Training team takes a leading role in finding engaging solutions and relevant training for the needs of the whole membership. The team plays a vital role in the delivery of HELOA's strategic objectives and work across the whole UK committee in delivering on HELOA's priorities.

There is a lot of scope for development within the team, looking at new solutions to emerging challenges, as well as keeping day-to-day training offerings on track.

What will you get to do?

As Vice-Chair (Training), you will lead the national training strategy for the Association. Managing a team of four volunteers, you will work across HELOA to support the delivery of a wide range of in-person and online activities.

You will work closely with all areas of HELOA to ensure delivery of successful and engaging conferences that meet the needs of the membership and find exciting and innovative ways of solving problems across the work of the Association.



What will you get to learn?

- How to manage a team of remote volunteers
- How to work with internal teams and external partners to deliver excellent conferences
- Venue liaison and contract negotiation skills
- Budgeting skills to create profitable yet good value conferences
- How to project manage events remotely
- How to use feedback effectively for large scale events
- Experience in remote working and coordinating events with colleagues across the UK
- Understanding the structure and organisation of running a charity

The Vice-Chair (Training) will be expected to:

- Manage the conference managers to deliver the National Conference, New Practitioners' Conferences (NPC), Professional Development Conferences (PDC) and the online Networking and Wellbeing Conference.
- Work with the national conference managers to create a programme of 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.
- Review the accessibility of training events and conferences, and develop a range of online and virtual learning opportunities.
- Ensure events and training meet the standards of the CPD certification service.
- Work with the Vice-Chair (Finance & Governance) to identify income generation from events and ensure training activities meet the income and expenditure in the budget.
- Work with the partnerships team to increase commercial revenue from conferences and manage the relationship with key partners such as UCAS, SLC, The Student Room Group and Find A University in relation to training.
- Work with our third-party contact Redmeet to liaise with hotels and conference venues to source suitable venues that meet the training budget requirements.
- Provide training and professional development opportunities that respond to members' needs and support individuals at all stages of their career, from those at the beginning of their journey through to advanced practitioners, including timely in-year development opportunities.
- Recognise future potential training and development needs by being aware of developments within the sector which have implications for members.
- Support group Vice-Chairs (Training) in the planning and delivery of activities at group level and ensure a collaborative approach across group and national training.

What are we looking for?

We're looking for a motivated, team player who's interested in training events and supporting our members with varied training opportunities at whatever stage of their careers and can demonstrate the following skills:

- Excellent organisational skills
- Strong written and verbal communication skills
- Excellent interpersonal and customer service skills
- Excellent attention to detail
- Exceptional time management skills to fit HELOA duties around your day job

Reporting Procedure

The Vice-Chair (Training) reports to the HELOA Chair. Attendance at UK Committee meetings is encouraged 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. A funded place at National Conference will be provided for the duration the individual is in post.



What's it like in practice?

Emily Day, the Vice-Chair (Training) shares her experiences of the role and the skills she has gained...



I have absolutely loved my three years as Vice-Chair (Training). While the role is demanding, balancing the needs of the membership and the wider challenges facing the sector, it's also one of the most rewarding positions within HELOA. You get to see first-hand the impact that training events have on members' professional development and confidence.

This role has helped me develop skills I wouldn't have gained in my day job, including managing a team of dedicated volunteers, overseeing budgets, and delivering events both online and in-person. It's also kept me up to date with emerging topics and trends across the sector, ensuring our conference programmes continue to meet the evolving needs of members.

But the real highlight has been the people, the HELOA members I've met at conferences and then again on the road, and the incredible committee teams, past and present, many of whom have become close friends.

After more than seven continuous years and three HELOA roles, I can confidently say that volunteering has been the best thing I've ever done in my career. If you're thinking about it - just go for it. The rewards far outweigh the risks.

For more information about the role, please contact the current Vice-Chair (Training), Emily Day at e.day4@lancaster.ac.uk