

HELOA

Partnerships Manager (Member Engagement)
January 2023



What is the role?

The Partnerships Manager (Member Engagement) role focuses on leading on the relationship and member engagement between two key partners for HELOA; UCAS and FindAUniversity.

What will you get to do?

The Partnerships Manager (Member Engagement) will be a Primary Contact or HELOA member and will be elected according to procedures set out in the HELOA Constitution. The Partnerships Manager (Member Engagement) shall normally serve for a period of three years. However, the HELOA Executive may review the Partnerships Manager (Member Engagement) annually; and/or invite the Partnerships Manager (Member Engagement) to extend their term by a further one, two or three years at a time.

What will you get to learn?

- Develop skills in senior stakeholder engagement
- Develop experience of leading impactful working groups
- Further skills in chairing meetings at a strategic level
- Benefit from networking opportunities with HE sector colleagues and key organisations.

The role will be expected to

There are a number of expectations for the role; these have been created in line with the HELOA UCAS Working Group and HELOA UCAS Product Development Group terms of reference, which have been agreed, by HELOA UK Executive and UCAS. Any member wishing to put themselves forward for the post must consider the below:



Role Information and Expectations

- The Partnerships Manager (Member Engagement) must have considerable experience of UCAS Events
- The Partnerships Manager (Member Engagement) must have experience of chairing similar Working Groups or Task Groups
- The Partnerships Manager (Member Engagement) is responsible for organising the dates, times and locations of all UCAS Events Working Group meetings. Product Development group meetings are coordinated by UCAS.
- The Partnerships Manager (Member Engagement) will work closely with the Events Working Group and Product Development Group representatives to ensure that all are engaged in the Working Group
- The Partnerships Manager (Member Engagement) will review and approve all Working Group notes and accompanying action log for circulation
- The Partnerships Manager (Member Engagement) will work with UCAS colleagues to outline the agenda of each meeting
- The Events Working Group will normally meet three times a year - once in spring (before the June events), once in the summer and once in the autumn. The Partnerships Manager (Member Engagement) is required at all meetings
- The Product Development Group will normally meet every 8-12 weeks. The Partnerships Manager (Member Engagement) is required at all meetings
- The Partnerships Manager (Member Engagement) will work closely with the UK Vice Chair (Partnerships) to be the primary point of contact for UCAS Event colleagues engaging in the Working Group as well as wider UCAS Events related topics
- The Partnerships Manager (Member Engagement) will act as the main liaison with the senior member of the UCAS Events team, ensuring the Minutes of each meeting are circulated to UCAS and followed up where action is required
- The Partnerships Manager (Member Engagement) is required to be timely and proactive in their role
- The Partnerships Manager (Member Engagement) will ensure Working Group meetings align with the Terms of Reference of the Working Group, fundamentally to ensure constructive feedback on and suggest improvements to the UCAS network of events
- The Partnerships Manager (Member Engagement) will be required to produce a written annual report on the work of the Working Group for each HELOA AGM, in collaboration with the UK Vice Chair (Partnerships)
- The post holder is required to attend the Annual HELOA National Conference to facilitate UCAS/HELOA member engagement. This may include, but is not limited to, facilitation/delivery of workshop sessions, keynotes, and meetings
- Working group members are expected to liaise with their incoming / outgoing counterpart (wherever possible) to allow for briefing and handover in the interests of business continuity

What are we looking for?

- Considerable experience of UCAS Events
- Experience of chairing similar Working Groups or Task Groups.
- Experience of relationship management
- Strong communication and interpersonal skills
- Excellent organisational skills
- Enthusiasm for HELOA and its aims

Reporting

The role holder will report to the UK Vice-Chair (Partnerships)

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 conferences compulsory, a free conference place will be provided each year for the duration of the role.

What's it really like?

"The role of Partnerships Manager (Member Engagement), has given me a wealth of skills and experience. The role has provided me with the opportunity to develop strong relationships with key external organisations, build effective links with colleagues across the sector and gain unique insights and experience of UCAS events and developments. There are skills, experiences and relationships i have developed that I can take with me for the rest of my career. i would strong recommend applying for this role"



More information on the UCAS working groups

HELOA UCAS Events Working Group

The primary remit of the Working Group is to co-ordinate constructive feedback on and suggest improvements to the UCAS network of events as well as to ensure meaningful engagement with UCAS. The HELOA Group representation will enable coordinated input from all Members. UCAS and HELOA representatives will table key items for discussion throughout the cycle to enable active Member input as well as to allow sharing of sector expertise with UCAS.

The Working Group Membership shall comprise:

- Chair (Partnerships Manager (Member Engagement) appointed by the Executive);
- UK Vice-Chair (Partnerships)
- A representative from each HELOA Group
- A senior member of the UCAS Events team.

HELOA and UCAS Product Development Group

The primary remit of the Product Development Group is to work collaboratively with UCAS to provide constructive feedback on and suggest and action improvements to the UCAS network of products and services to ensure students are able to make informed decisions. The HELOA Group representation will enable co-ordinated input from all Members. HELOA and UCAS representatives will table key items for discussion throughout the cycle to enable active HELOA Member input as well as to allow sharing of sector expertise with UCAS. The Group will also facilitate pilots of UCAS products and services where applicable and relevant for it to do so.

The Product Development Group Membership shall comprise:

- Chair (Partnerships Manager (Member Engagement) appointed by the Executive);
- UK Vice-Chair (Partnerships)
- A representative from each HELOA Group
- Lead representative from UCAS
- Representatives, related to the agenda, from UCAS

HELOA will cover all expenses incurred by the post holder in undertaking this role; this includes attendance at the Annual HELOA National Conference.