

HELQA

Policy Project Manager
May 2026



What is the role?

This is a new temporary role within HELOA for 6-9 months and the appointed person must be a member of HELOA. The role has been created to lead a national-level governance review of HELOA's Constitution and Standing Orders to ensure they remain fit for purpose, legally robust and are aligned with the charity's strategic direction and current ways of working.

What you will do

The post holder will be part of the UK Committee and will work closely with the UK Chair, Vice-Chair (Finance & Governance), UK Committee, HELOA Office and key stakeholders to coordinate consultation, draft revisions, and oversee the governance process required to implement constitutional changes. The role will ensure that member views are embedded throughout the review process and that any proposed amendments clearly support HELOA's aims, values, and membership offer. The post holder will also take responsibility for managing a clearly defined project, from initial scoping through to member approval, ensuring that constitutional updates are transparent, inclusive and achievable within agreed timescales. This will include working with members to explain proposed changes and supporting the UK Committee in fulfilling its governance responsibilities.

What you will learn

- How to lead a national-level governance review within a charity.
- How to manage consultation and consensus-building across a diverse membership.
- How to draft and amend constitutional documents in line with charity governance best practice.
- How to present complex governance changes clearly to members.
- How to support formal approval processes, including the Annual General Meeting (AGM) requirements.

This role will be expected to:

- Dedicate 1-2 hours per week, with flexibility based on the role needs.
- Lead a full review of HELOA's Constitution and Standing Orders (where appropriate), identifying areas requiring clarification, updating or amendment.
- Produce a clear project plan outlining scope, timelines, consultation stages and approval milestones.
- Research best practice and benchmark HELOA's Constitution against similar sector bodies where appropriate.
- Coordinate consultation with members, Group Chairs and the UK Committee to gather feedback on proposed changes.
- Draft proposed constitutional amendments in clear, accessible language.
- Work with the HELOA Office to ensure compliance with charity governance and administrative requirements.

- Prepare papers and recommendations for the UK Committee.
- Support the administration of any required member votes, including preparation of the Annual general meeting (AGM) documentation.
- Communicate progress and outcomes to members throughout the project.
- Where approval for amendments are received at the Annual General Meeting (AGM), implement amendments and produce the final constitution.
- Ensure the Standing Orders are updated in line with the constitutional changes.
- Produce a final report summarising changes made, decisions taken and recommendations for future review cycles.

What are we looking for?

- Strong written and verbal communication skills.
- Experience or interest in governance, policy or constitutional work.
- Excellent organisational and project management skills.
- Ability to work independently and meet fixed deadlines.
- Confidence working with committees and senior stakeholders.
- Attention to detail and ability to handle complex documentation.
- Enthusiasm for HELOA, its members and its charitable aims.

Reporting Procedure

This role reports to the HELOA UK Vice-Chair (Finance & Governance). Attendance at UK Committee meetings is strongly encouraged to present findings and work (May and September).

Remuneration

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UK Committee meetings.

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

