

# HELOA

UK Vice-Chair (Group Development)  
2025



## **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](mailto:chair@heloac.ac.uk)

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

