

## AccessHE Action Forum Chair Roles in 2021-22

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AccessHE is seeking new Chairs for four of our Action Forums in 2021-22. The Forums are communities of practice that support AccessHE members and partners with their widening participation work by providing a space for peer-to-peer discussion and professional development. Many of the Forums also develop collaborative events and projects. Examples include the Life After University event delivered by AccessHE's Care Experienced and Estranged Students Forum, and the Creative HE Apply Guide created by the Creative Forum.

### Role

The Forums are attended by AccessHE member HEIs as well as sector partners including school/college staff, representative bodies, education charities and the OfS.

Chairing an Action Forum is an excellent professional development opportunity and enables you to shape the widening participation agenda in London, working with colleagues to ensure underrepresented learners in the capital are supported at every stage of their HE journeys. Besides contributing to the pan-London work of AccessHE, chairing a Forum allows you to stay abreast of developments in the widening participation field and build external networks that are beneficial to your day-to-day work.

The current opportunities are available:

- Chair of the [Care Experienced and Estranged Students Forum](#).
- Chair of the [Creative Forum](#).
- Chair of the [Disability Forum](#).
- Chair of the [Research, Monitoring and Evaluation Forum](#).

### Commitment

Forum meetings take place 3-4 times per year, typically during October/November, January, March/May, and July. Meetings currently take place online (via Zoom) and run for 60-90 minutes. Forum Chairs lead these meetings and liaise with AccessHE to create meeting agendas and determine the strategic direction of the Forum. AccessHE is responsible for clerking the meetings for all Forum-related administration.

The overall time commitment for a Forum Chair, including preparation for meetings and support for Forum projects, is c.3 days p/a.

Chairs are appointed for a one-year term in the first instance, with the option of extending this for a further year.

### Candidate profile

Suitable candidates will have an interest in, and professional experience related to, the focus of the Forum they wish to chair. Previous chairing experience is not required however candidates will be able to demonstrate a collaborative working style and an awareness of key widening participation issues.

We do advise applicants to have obtained support from their institution prior to expressing their interest in a Chair role.

### **Application process**

Interested candidates are asked to submit a short application letter by the deadline below. This should be c.300 words in length and outline, in brief, your relevant experience, motivation for serving as Chair and vision for the Forum in question.

Application letters should be sent to Emily Dixon, AccessHE London Programmes and Communications Coordinator ([emily.dixon@londonhigher.ac.uk](mailto:emily.dixon@londonhigher.ac.uk)), by **5pm on Monday 13 September 2021**.

Emily would be happy to discuss the positions informally in advance of an application – please do get in touch via email if you would be interested in an exploratory conversation about the Forum opportunities.

*AccessHE is a division of London Higher*