



## Special Interest Group (SIG) Lead

### Branch volunteer accountability profile

#### **Purpose:**

You will lead a CIPD area of strategic focus/special interest, developing the branches proposition and coordinating the delivery of all related activities, events, and communications for the benefit of local members.

Aligning to CIPD purpose and strategy you will work collaboratively with the Committee and CIPD to deliver the best possible service and offer to CIPD members.

#### **What you will do:**

- Design a strategic plan for the proposition, to include activities, events and communications which engage members and enhance their knowledge and expertise.
- Build relationships with CIPD members, external talent, independent practitioners, and other branches to form a network of professionals to contribute to the design and delivery of the proposition.
- Liaise with central CIPD teams to access up to date CIPD resources and research related to the proposition.
- Organise and coordinate the successful delivery of all activities related to the proposition, including arranging venues, logistics, speakers, and helpers to host activities and events.
- Provide content for branch communications, ensuring that related activities and events are well publicized and promoted in the newsletter, website and via social media.
- Seek feedback to assess the effectiveness of the strategic special interest proposition and to shape current and future activity.

#### **What skills and experience do you need?**

- Experience in the subject area of special interest.
- Ideally well-connected in the local community, with a network of organisations and practitioners
- HR, L&D and OD professionals at any level of experience and membership grade.
- In active membership across your time spent with us
- Experienced and confident communicator, collaborator, networker and relationship builder

## What are the benefits to you?

- Be at the cutting edge of HR and play an active role in shaping the CIPD agenda.
- Volunteer with other like-minded HR, L&D & OD professionals to collaboratively create and deliver an engaging branch programme.
- Raise your profile and broaden your professional network.
- Embrace your CPD - gain skills and experience to compliment your HR, L&D or OD role
- Have fun and enjoy a new challenge!
- Demonstrate your passion for your profession.
- Create a personal legacy by helping to inspire the future HR generation.

## What is your commitment?

- Meet the requirements and responsibilities of the role. Time commitment varies depending on the local area/branch – it is important to discuss the time you have available with your Branch Chair and only take on activities that you can deliver.
- Foster an inclusive working environment that enables a diverse range of people to work together collaboratively and effectively.
- Abide by the CIPD Code of Professional Conduct and Statement of Expectations for volunteers at CIPD.

It is important that volunteering at CIPD is a positive experience for all involved. If you are unable fulfil the responsibilities of your role, contribute to the success of the branch and the committee or meet the required commitment and behaviours set out in the Statement of Expectations, we may ask you to step away or pause to ensure the branch is fully supported.

## What support is provided for you?

- An induction session
- Guidance and support from the Branch Development team at CIPD
- CIPD Toolkits, regular bespoke news, policy updates, access to our Network Area and Support resources especially designed for branches.
- Access to bespoke training and learning.

## Data privacy statement

*As a CIPD branch committee volunteer, it is crucial you can collaborate and communicate with other branch committee volunteers and also the CIPD Branch Development team. To facilitate this interaction across our thriving, vibrant branch network you understand that minimal data which is likely to identify you (such as your full name, preferred email address, branch committee role e.g. Chair, Treasurer etc) will be available via Microsoft Teams (or other secure communication platform used by CIPD from time to time) for this purpose. Specifically, you may receive direct communications from other branch committee volunteers through this platform related to branch committee activities as this is in the legitimate interests of CIPD and necessary to fulfil your role.*