

The SDF is looking to recruit a Deputy Chair (from November 2017)

This is an exciting opportunity for the successful applicant to work with like-minded colleagues to help shape the strategic direction of the SDF. Additionally, they will gain valuable experience of working within a small team to support staff developers from across our sector.

The Deputy Chair will be expected to attend SDF Advisory Council meetings and National Conference. Outside of these meetings the Executive Committee maintains informal contact through email and a monthly Skype calls.

Members of the Executive Committee benefit from:

- Attendance at National Conference fully funded by the SDF, inc. accommodation
- ALL travel expenses paid when representing the SDF at committee meeting, regional meetings or National Conference

In addition, the successful applicant will be offered one-to-one Coaching & Mentoring training to assist them in their role within the SDF.

Role Requirements – Deputy Chair

The role of Deputy Chair to the SDF will become vacant in November 2017. To ensure continuity in role, we would like to seek a replacement prior to the hand-over date.

The tenure of the role is for a three-year period.

The responsibilities of the Deputy Chair will be similar to those of the Chair. The Deputy Chair will deputise for the Chair on specific occasions and, on the basis of agreement with the Chair, undertake specific tasks on behalf of the SDF.

Duties of the SDF Chair

- Chair Executive, Council and any ad hoc meetings of the SDF Advisory Council
- Liaise with other members of the Executive, Strategic Leads, Advisory Council and Administrators in order to progress the SDF's strategies and business plan targets
- Lead the SDF's strategic policy, planning and implementation processes, delegating responsibilities for key tasks to members of the Executive, Strategic Leads and Advisory Council where appropriate
- Act as the key contact to the Leadership Foundation who are the 'Funders' of the SDF, with responsibility for sharing information and updating the LF as to the SDF progress and sharing LF messages back to the SDF Community
- Formally lead the planning and setting of the SDF budget and, in doing so, take account of information and advice from members of the Executive (in particular the Treasurer), Strategic Leads, Advisory Council and the SDF's paid Administrators

- Represent the SDF at a national and potentially an international level, including the LF, other external agencies/organisations, potential project partners, the media and variety of stakeholders
- Lead the development of SDF's communications strategy
- Lead the development and delivery of all CPD activity inc. SDF Events, Accredited Programmes and Conference
- Liaise with the Communications Officer and Web Developer for the Marketing and Communications activity of the SDF, inc. the website

Application

If you would like to express your interest in this role please confirm this to **Wendy Mason** wendy.mason@sdf.ac.uk Applicants are required to prepare a 250 word summary outlining why they are interested and what they can bring to the role. **Closing date Friday 18th August 2017.**

If we do receive multiple self-nominations, then it may be necessary to conduct an election to determine the new post-holder.

If you would like further information about the role or the work of the SDF Exec. Committee, then please do not hesitate to contact the SDF Chair at chair@sdf.ac.uk or 01952 815447