



SCAPP Events Working Group 2023

In 2020-21 several working groups were established to take forward the key objectives of SCAPP. These working groups have been integral in driving the work and success of SCAPP, and SCAPP seeks to re-establish the working groups for the 2023 – 2024 Academic Year with confirmed terms and conditions which provide some transparency and clarity with regards to terms of office and remit.

The Events Working Group supports the SCAPP key aims of **Networking**:

Provide opportunities to collaborate, discuss and share practice, resources and skills. Identify and work with, existing communities of practice across Scotland to ensure a positive impact on the learner journey.

Remit of working group:

- Provide consultation on the design and delivery of SCAPP events.
- Draw on knowledge and connections to generate ideas for events, including networking and practice sharing.
- Assist with communications and promotion of events.
- Seek opportunities for collaboration in the sector including 'co-badging' of events.
- Consider existing provision from SCAPP and other providers/networks, to minimise competition and duplication.
- Support SCAPP to work efficiently with technology and hybrid delivery.
- Provide practical assistance in the organisation and delivery of events. This may include administrative duties, liaising with presenters and guests, facilitation and other reasonable responsibilities.
- Support SCAPP to generate rich material from events for its website and members.
- Help to evaluate the processes and impact of SCAPP events.

Benefits to working group members:

- An opportunity to collaborate on cross-institutional projects.
- Expansion of networks and knowledge in Widening Access and Widening Participation.
- Undertaking a role on a working group may comprise part of an individual's wider Professional Development plan.
- Providing individual professional expertise, knowledge and experience to support and deliver opportunities and activities for the wider SCAPP Community.

Term:

New working group members are asked to commit to a term of 3 years, reviewed annually. Members are welcome to re-apply at the end of their agreed term.



SCAPP intends to implement a **Chair and a Vice-Chair system** in all working groups, so will be looking for nominations for these voluntary roles.

Time commitment and expenses:

Please note, involvement in SCAPP working groups is **unpaid**. Staff should seek support from their line managers where appropriate.

SCAPP may cover reasonable expenses (such as travel) incurred by working group members, incurred as a result of their duties.

Typically, there are 3-4 general meetings per year for each working group, 1 hour each. Due to the nature of events work there are likely to be further meetings and actions in the lead-up to large SCAPP events, such as conferences.

Members (where appropriate) are expected to take forward any relevant actions or activities between meetings to support the work of the groups and SCAPP.

How to apply

If you would like to be considered for the Events Working Group, please provide a short (200 words) summary of why you would like to be involved in the work of the group, outlining any relevant skills and experience. This should be submitted by Wednesday 25 October 2023 at 5pm to scapp@stir.ac.uk

Please indicate in the subject of your email **Events Working Group vacancy** when you are applying for this position.

Any questions:

Please contact the SCAPP team on scapp@stir.ac.uk with any questions, or to discuss further.