

## ROLE DESCRIPTION

### Role Title: ACE Emerging Professional Champion

**Location:** Flexible (Anywhere in the UK)

**Time commitment:** 2-4 days per month

### ABOUT US

ACE Emerging Professionals is a group of the Association of Consultancy and Engineering (ACE), aimed at those up to the age of 35 working within in the built and natural environment.

As the emerging professional's lead representative you will be working with the people and companies exploring some of the biggest issues of our time: Net Zero; levelling up and creating sustainable communities.

As the business association representing companies large and small in the engineering consultancy sector, we at ACE are a leading voice, positively influencing government, and other stakeholders across the UK.

### SUMMARY OF ROLE

This lead position has an important role to play in ensuring that the group functions properly, that there is full participation at meetings, all relevant matters are discussed, and that effective decisions are made and carried out.

More widely, you will become a champion for emerging professionals within ACE's membership and to the sector.

A significant part of this role is ensuring that the emerging professionals network s operates collaboratively across the UK on value added projects and member-enhancing benefits. The individual will play a key role in influencing ACE's overall strategy by gaining solid insight and feedback on all that matters for an emerging career.

Through mentoring and coaching your regional team, you will spearhead the development of thought leadership and a programme of events that are in line with members needs and support the overall ACE strategy.

### RESPONSIBILITIES

- In conjunction with ACE and other members of the Emerging Professionals network, identify a series of key annual objectives and deliverables-
- Proactively lead a recruitment plan to support the regions
- Represent the Emerging Professionals at external meetings and events, ensuring that member views are sought and that viewpoints represent ACE and its members and not solely the views of the chair.
- Ensure that an effective Terms of Reference is set and kept up to date
- Plan and run meetings in accordance with the group's Terms of reference.
- Agree the agenda for each meeting with ACE point of contact, providing input and direction on relevant agenda items to deliver the objectives of the group.
- Act as the champion for social media presence
- Promote and champion inclusion, diversity and equity within the group and industry
- Create and drive a successful group of cultural and professionally diverse Emerging Professional volunteers from within the ACE membership base

- Ensure that the group membership represents a balance of views incorporating a cross-section of ACE membership (ie large and small, different regional locations, different interests)
- Promote active participation in the network and encourage other members to join the group.
- Ensure meetings are constructive, incorporating a balance of views where everyone's voice is heard in a fully inclusive way.
- Stay abreast of ACE activities, priorities and corporate plan and update the group.
- Promote change and improvement wherever appropriate, in the interests of all members.
- Towards the end of term work with ACE to ensure a suitable succession plan is in place.

### PERSON SPECIFICATION & EXPERIENCE

- Passionate about making positive change and disruption within the industry.
- Ability to coach and develop people
- Ability to lead a group of volunteers to value driven outcomes
- Maintain own and others impartiality and objectivity to meetings.
- Have a leadership approach which is objective, inclusive and sensitive to the feelings of members.
- Collaboration style and techniques in abundance
- Seeks to be creative and energised in tasks
- Has an innate ability to achieve success and accomplish goals as part of a team
- Willingness to actively contribute to and positively challenge meetings with senior stakeholders
- Is comfortable presenting to senior industry stakeholders
- Enjoys planning and has strong attention to detail
- Is willing to speak at events, webinars and produce interesting and reader friendly documentation
- Will if required act as a member of the awards judging panel
- Understand when to ask for support and guidance
- Natural team player
- Strong interpersonal skills, builds relationships across an organisation and with a range of stakeholders.
- Is comfortable 'managing up' with senior stakeholders as well as managing a team
- Exceptional communication skills, including good written and spoken English.