



The Association of Heads of University Administration

*Realising your potential*

# THE ASPIRING REGISTRAR & COO PROGRAMME





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## Introduction

*The Aspiring Registrar and COO Programme aims to create the next cohort of University leaders. It is a challenging programme that encourages you to take stock of your career and look ahead to realising your potential.*

*The year long programme will give you the time and opportunity to reflect on your skills and strengths, and review areas for development. You will have access to expertise from existing Registrars and COOs as well as practical learning and coaching throughout. Learning sets will provide you with a group of trusted colleagues who will give support and encouragement well after the programme has finished.*

*If you are at a stage in your career where taking on this role could be the next step, then this programme will enable you to approach that goal equipped with the knowledge, expertise and self awareness to give it your best shot.*

## Programme overview

The Aspiring Registrar & COO Programme is aimed at senior university staff looking to move into the role of Registrar / Chief Operating Officer. It comprises a two and a half day residential, individual coaching, learning sets and a workshop.

The 2023 iteration will take place both face-to-face and online, building on the experience and lessons learned from the last programme, which was delivered during the pandemic, to ensure that each element is delivered in the most appropriate and effective way.

The two-and-a-half-day residential will be held at Crewe Hall in Cheshire, where accommodation will be provided.

## Who should attend

The programme is aimed at individuals actively considering a move into the most senior Professional Services position in the university, a role which may be titled Registrar, Chief Operating Officer, Head of University Administration, or University Secretary. It offers participants a unique opportunity to explore this diverse and challenging role, and to reflect on their readiness for this, or indeed other leadership positions.

The programme is suitable for those currently working at the level of Director/Head of any of the principal Administrative and Professional Service functions or Deputy Registrar. The nature of this programme means that it will appeal to those wishing to take stock of their career and maximise their potential.

Participants are likely to have been operating at their current level for three to five years, be reporting to the Registrar/COO and be on the cusp of applying for a more senior role.

## Fee

£5,750 for AHUA member institutions;  
£6,750 for non-member institutions.

This includes accommodation during the two-and-a-half-day residential at Crewe Hall in Cheshire.

The AHUA is VAT exempt so no VAT will be added to the above.

*“The programme challenged and supported me as well as providing me with the head-space to reflect and grow outside of my existing ‘day job’. The peer network that I established became a group of valued and trusted colleagues who still provide support and encouragement, four years on. I highly recommend it.”*

Andrea Bolshaw, University Secretary  
& Registrar, Newman University

## Programme focus

- Understanding the variety of ways in which the Registrar/COO role is carried out across the sector and the opportunities this presents
- Assessing your readiness for such a leadership position and the importance of having the right 'fit' in terms of role and institution
- Exploring the complex set of relationships between senior figures in the university structure
- Increasing your self-awareness and the understanding of your strengths and development needs.

## Programme includes

- One-to-one development sessions with a Programme Director (who is also a professional coach) at the start and end of the programme
- A residential programme with both practical input and space for reflection
- Contributions from both newly appointed and more experienced AHUA members (COOs, Registrars, University Secretaries), as well as a Vice Chancellor and Chair of Council, to provide a rounded view of what to expect in these roles
- Two full-day in-person Action Learning Sets and two half-day sessions online
- A workshop on preparing to apply for your next role in order to maximise your chances of success.

## Programme structure

The programme comprises contact time on 12 days over 12 months.

It begins with an introductory meeting with all participants, followed by your first one-to-one meeting with a Programme Director to prepare for the programme and explore your specific development needs.

This is followed by a residential programme, four action learning sets and a workshop dedicated to equipping participants for the appointment process.

The final one-to-one session will give you the opportunity to reflect on what you have gained from the programme and explore how you will take that learning forward to achieve your career aims.

*"I have developed in depth knowledge regarding the key senior roles within HE, learned from other experienced colleagues on the programme and added to my armoury of skills."*


Dr Laura Lightfoot,  
Faculty Director of Operations,  
University of Liverpool

## Sessions & dates

### 2023

18 January	10.00 – 12.00	Welcome session	 Online
w/c 6 February	Two hours	Individual 1-2-1 session	 Online
14 – 16 March	13.00 – 16.30	Residential at Crewe Hall, Cheshire	 In-person
3 May	09.00 – 13.00	Action learning set 1	 Online
28 June	19.30	Group dinner	 In-person
29 June	09.00 – 16.00	Action learning set 2	 In-person
5 September	19.30	Group dinner	 In-person
6 September	09.00 – 16.00	Action learning set 3	 In-person
1 November	09.00 – 13.00	Action learning set 4	 Online
5 December	19.30	Group dinner	 In-person
6 December	09.00 – 16.00	Workshop, London	 In-person

### 2024

w/c 15 January	Two hours	Individual 1-2-1 session	 Online
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## How to apply

The deadline for applications is  
Monday 12 December 2022 at 17.00.

Download and complete the [Aspiring Registrar  
& COO Programme application form](#) →

### We will also require:

- a one page personal statement outlining your experience and motivation for seeking to join the programme
- a copy of your CV
- a letter of commitment from your COO/Registrar confirming that the time and funding needed are available.

Please note that entry to the programme is on a competitive basis.

Please email this to arrive by  
5pm on Monday 12 December 2022 to:

**Catherine Webb**

✉ c.f.webb@ahua.ac.uk

☎ 07785 286833

## Contact details

✉ info@ahua.ac.uk

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🌐 association-of-heads-of-university-administration-ahua

➔ https://ahua.ac.uk



08/2022

## Programme Directors



### Rachel Holmes

Rachel has a wide range of experience in the private and public sectors, designing and delivering personal and team development programmes for clients in HE, the NHS and the pharmaceutical, legal, financial service and not-for-profit sectors. After an early career with a major publisher of psychometric instruments, she established her own consultancy in 2001. Originally a team development specialist, Rachel is also a qualified executive coach. She has worked with clients across the HE sector for the last 17 years, and is part of the pool of AHUA registered coaches providing support to both newly appointed and experienced COOs and Registrars through coaching and facilitated Action Learning Sets. Rachel is also a co-director of the AHUA's other flagship development offering, the Professional Service Directors' Programme.



### Kim Newton-Woof

After a decade of working in higher education, Kim now operates as an independent specialist leadership consultant, facilitator and coach. Still operating as a trusted partner in the university sector, she also supports other sectors including, FE, health, finance, media and charity. Kim spends her days designing and delivering development experiences with and for leaders and teams. Taking a human-first approach, she uses creative ways help leaders fine-tune what they do, make different choices, and develop their own solutions. An AHUA Associate based in Southampton, Kim provides coaching services for newly appointed AHUA members, is a facilitator for the Association's Action Learning Sets and co-director of the Professional Service Directors' Programme.

*“From a University point of view, I feel the programme has helped our participant to reflect and develop as a leader in a way that has led to him being able to make an even more effective strategic contribution to the work of the University Executive Group.”*

Jim McGeorge, University Secretary  
& Chief Operating Officer,  
University of Dundee