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| Aurora Women’s Leadership Development ProgrammeGuidance Notes and Application Form |

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| Aurora Programme Overview |

In support of the University’s commitment to promoting leadership development and career progression for women and those who identify as a woman, Queen’s supports staff to attend the Advance HE Aurora leadership development programme. Aurora is a **“Leadership Ignition”** programme aimed at early/mid-career women and those who identify as a woman, *up to* Senior Lecturer level or the professional services equivalent. This is broadly equivalent to staff at level 2 of our [Leadership and Management Framework](https://www.qub.ac.uk/directorates/HumanResources/learning-and-development/leadership-and-management-development/leadership-and-management-framework/typically), typically, but not exclusively AC grades AC2 – AC3 (AC4 by exception, if they are just starting a leadership role) and PS Grades 7 – 8, with the potential to progress into more senior roles.

Aurora addresses core areas associated with leadership success:

* Understanding organisations and the sector
* Developing leadership behaviours, skills and knowledge
* Identifying and overcoming barriers and obstacles
* Growing confidence and a leadership identity
* Building networks, coalitions and support processes

Aurora incorporates these areas by using a combination of: development days (four, at approximately monthly intervals); two action learning sets and self-directed learning that complements the key themes and supports participants’ own development needs and in-house mentoring.



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| Applying for the Programme |

1. Interested applicants who meet the criteria above should fully read all Aurora documentation regarding the programme make up on the [Aurora Leadership Development Programme](https://www.advance-he.ac.uk/programmes-events/aurora/how-does-aurora-work) webpage as well as the information regarding [Aurora Dates](http://www.qub.ac.uk/directorates/HumanResources/learning-and-development/leadership-and-management-development/female-development/).

The 2021-22 programme will be offered online and requires participants to commit to 6 days’ development from Nov 2021 to June 2022. You must complete all elements of the programme in the same academic year (Sept 2021 – July 2022).

Cohorts are based on geographical location. However if particular dates don’t suit you from the Ireland cohort, you are able to join a cohort from another geographical area on a module date that suits. Once you have booked your dates, you can only change 1 date if required, as otherwise charges are incurred. Note that you must attend both action learning sets within the same cohort. **Please hold all dates in your diary at time of application.**

The **dates for the programme** at the Ireland Cohort are as follows:

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| Introduction and Guest Speaker | 24 Nov 2021 |
| Identity, Impact and Voice | 01 Dec 2021 |
| Core Leadership | 19 Jan 2022 |
| Action Learning Set 1 | 09 Feb 2022 |
| Politics and Influence | 23 March 2022 |
| Adaptive Leadership | 27 April 2022 |
| Action Learning Set 2 | 11 May 2022 |

Please note that an integral part of the programme is access to a mentor. Queen’s participants will have access to a mentor via the Queens Gender Initiative (QGI) Mentoring Scheme.

1. Discuss with your line manager and complete the application form. All applications **must be supported via a signed statement** by your Head of School or Professional Services Director, to ensure the applicant’s suitability for the course, alignment with applicant’s development needs and commitment to attendance at programmes /events./mentoring element of the programme. Please ensure you give sufficient notice to your Head or School /Director to enable them to support your application within the timeframe.
2. Applications should be submitted to stafflearning@qub.ac.uk by **20 July 2021**.

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| Advance HE Aurora Leadership Development ProgrammeApplication Form |

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| SECTION 1: APPLICANT DETAILS |

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| Surname: |       | Forename: |       |
| Title: |       | Staff Number: |       |

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| School/Directorate:  |       |
| Email:  |       |

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| Tel Extension: |       | Grade: |       |

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| Job Title: |       |
| Appointment: (Full-time/Part-time) |       |
| Post: (Permanent/Fixed term/Joint Appt.) |       |

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| Section 2: SUPPORTING INFORMATION |
| Please answer the following questions to support your application. |
| 1. Please detail briefly: Your leadership responsibilities (if any) in your current role
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| 1. Please detail briefly what you hope to develop and achieve by participating in this programme at this particular point in your career
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| 1. Please detail the impact that your participation in the programme will bring to your school/directorate
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| **Applicant Signature:** I confirm that I am committed to attend and participate fully in all programme events and mentoring and am in agreement with the guidance notes on page 1.**Please note:** The signature can be typed, rather than signed. |       |

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| Section 3: SUPPORTING STATEMENTS AND COMMITMENT |
| To be completed by Head of School/Director. All parts must be completed. |
| 1. Please evidence how the applicant demonstrates leadership potential in terms of their leadership/management capabilities. **Supporting Statement:**
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| 1. Please outline briefly below why this is an appropriate development option for this applicant at this time. **Supporting Statement:**
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| APPLICATION AUTHORISED |
| Surname:  |       |
| First Name:  |       |
| Title: |       |
| Job Title:  |       |
| I confirm that I have discussed with the applicant that participation in this programme is in alignment with their development needs. I am committed to supporting the applicant’s participation in all programme events and am in agreement with the guidance notes on page 1.**Please note:** The signature can be typed, rather than signed. |       |
| Date:  |       |