



Soft skills for your career - Working Group

No of new member volunteers:	5-7
Timeframe:	Mid May – Dec 2018
Commitment:	40 hours across the timeframe
Deliverables:	3 live events, 2 webinars and content for posting on the Careers Centre
Reports to:	Jane Coffey

The CFA UK's Career development and soft skills events are some of the most popular and heavily booked events in our programme. Our goal is to continue to provide interesting and stimulating events and online content that covers the essential soft skills that our members need to succeed in their careers.

We would like your help in setting the agenda for the next 6 months and support identifying the speakers and topics that are of general interest to our membership. You will be supported by the Careers Committee and staff members from the CFA Society of the UK.

The purpose and activity of this working group is to:

- Assess the topics that would be of most interest to the membership in the next 6 months
- Bring new ideas and speakers to tackle those topics.
- Look at how to maximise the use of the content from the events and find complementary content to use on the Careers Centre
- Engage in reaching out to speakers
- Develop an executable plan to ensure all deliverables are achieved

Who we are looking for:

- Volunteers with a keen interest in career development skills who have attended a number of soft skills events over the past year from both the CFA UK and other organisations.
- Volunteers who would like to curate relevant content for the Careers centre and potentially write blog posts.
- Availability for around four meetings, a few conference calls and ability to work on Basecamp.
- Ability to work with a group to shape ideas.
- Understanding of what would interest our members.
- Interest in leading/hosting one event.



How the CFA UK will help:

CFA UK will work out all logistics for the events, webinars and posting the content online. We can contact speakers where they are not known to the working group.

What you will gain:

- Recognition for your contribution in shaping and delivering excellent careers development services to the Membership
- Opportunity to meet and network with other like-minded Investment Professionals
- Volunteering brings a “shared experience” amongst peers that has long lasting benefits for your career

If you are interested in applying for this opportunity, please download the Volunteer Application form and return it along with a copy of your CV to volunteer@cfauk.org

Deadline: Tuesday 15th May 2018