

RESEARCH LEADERS FORUM CHAMPION: ROLE DESCRIPTION

April 2025

Introduction

ARMA is the professional association for research management in the UK. The Association represents research leaders, managers and administrators, offering professional development and opportunities to build networks, knowledge and skills. It works with UK-wide bodies to influence the research management agenda and helps members understand the impact of that agenda on the rapidly changing environment in which they operate. Most of all, ARMA works to enhance research management as a professional partner in the UK research environment.

ARMA Research Leaders Forum

The ARMA Research Leaders Forum, formerly called Research Directors Forum, is a community for all directors and heads of research offices in higher education institutions, research institutes, independent research organisations, public sector research establishments, Catapult centres, NHS bodies, mission groups and funders. It has been established to enable networking and provide opportunities to share knowledge, seek advice and discuss pressing issues, challenges and matters that impact research leaders.

Research Leaders Forum Champion role

Research Leaders Forum will be led by at least two and no more than four Research Leaders Forum Champions. Champions of Research Leaders Forum must be from different research organisations. These Champions are selected through an open call for expressions of interest, evaluated by current Research Leaders Forum Champions, members of the ARMA Member Engagement Committee and the Executive Office. All Research Leaders Forum Champions work on a voluntary basis and an initial induction will be provided.

How Research Leaders Forum Champions are selected

All supporting statements will be reviewed and scored by a selection panel. All statements will be anonymised with the name and current institution redacted. The panel will score the statements based on the below areas:

- Relevant background in research leadership
- Ability to engage the community and willingness to respond to sector discussion and consultations
- Potential contribution to ARMA offerings for those in research leadership roles.

Activities of the Research Leaders Forum

The operation and activities of all ARMA Research Leaders Forum and their Champions are detailed below. Each Research Leaders Forum Champion shall contribute to the development and delivery of

activities to achieve the aims of the forum. This will vary, but is likely to include:

- Plan and deliver at least 2-3 events per year. These events could be panel or roundtable discussions, drop-in sessions, expert talks with guest speakers or sessions at the ARMA Conference
- Work with the ARMA Executive Office to organise and deliver the ARMA Directors Forum, held in-person and twice a year.
- Regular communications with the Research Leaders Forum JiscMail list.
- Updates to the Research Leaders Forum resources page on the ARMA website
- Providing input to the ARMA professional development and membership offerings
- Monitoring sector developments and feeding intelligence to Executive Office/ ARMA committees as necessary
- Acting as a voice into the ARMA governance structure, on behalf of Research Leaders Forum members
- Providing advice and guidance to the Research Leaders Forum community
- Support ARMA Executive Office to provide input into responses to key sector discussions and consultations.

Time Commitment

All Research Leaders Forum champions should aim to allocate sufficient time to the Research Leaders Forum activities. It is estimated that Research Leaders Forum Champions will be spending 1 – 2 days per month on average to perform their responsibilities effectively. This means:

- Arranging Research Leaders Forum events
- Moderating discussions on the JiscMail list and providing regular inputs
- Attending ARMA Committee meetings, where appropriate
- Attending ad-hoc meetings for Research Leaders Forum Champions
- Planning and reporting of activities

Duration and succession

The Research Leaders Forum Champion will be appointed for an initial duration of three years, with the option to renew once for another three years. When a Research Leaders Forum Champion does want to step down, they should inform the Executive Office, who will put out an open call to all ARMA members for a replacement. Expressions of Interest will be reviewed as indicated in the Operating Principles.

Expenses

Research Leaders Forum Champion roles are non-remunerated. Champions can claim reasonable expenses accrued on Association-related business, in line with ARMA's expense policy.

Support from ARMA Executive Office

The Association is committed to ensuring that Research Leaders Forum Champions are provided with the support they need to carry out their roles effectively. This is likely to come in a variety of forms according to need, including formal onboarding, peer networking and mentoring. Potential training needs can be discussed with the ARMA Executive Office.

The Executive Office will support Research Leaders Forum Champions to plan networking events, upload resources to their webpage and conduct surveys.

Research Leaders Forum Champions are encouraged to run 2-3 events for the Forum per year, with the intention of networking, sharing experience and knowledge, and discussing matters that impact research leaders. Where such activities involve external speakers or where there is more of a training component, Research Leaders Forum Champions should confer with the Executive Office, as such activities should not compete with the activities of existing ARMA Special Interest Groups (SIGs), Regional Groups or ARMA's professional development offerings.

Research Leaders Forum Champions should seek advice from the ARMA Executive Office if they wish to promote an event run by a third party. As a rule, ARMA would not normally promote events run by commercial event providers, but might allow the promotion of events offered by not-for-profit organisations, provided that there is no competition with ARMA's own existing or planned events. The promotion of informational or consultative events held by funders or Government agencies is unlikely to be refused, there being a clear and recognised benefit to our members of being aware of such meetings.

The support from ARMA Executive Office includes, but are not limited to the following:

Activity	Outline
Event management	Supporting planning and delivery of Research Leaders Forum events and activities Setting up events page on ARMA website Set up and managing online registrations Setting of individual event/meeting budgets + guidance on timings/formats Guidance on engaging speakers and participants – pre and post an activity Approve speakers' expenses for payment Provide links to evaluation forms
Marketing	Brand approval and guidance Collateral for major events/activities
Membership	Prompts to ARMA members to keep updating their preferences in members area Guidance and collateral for promoting ARMA membership
Governance	Supporting the Research Leaders Forum governance process Checking prospective Research Leaders Forum Champions are ARMA members

	Approve Research Leaders Forum Champion expenses for payment Support the annual reporting process
IT/web	Support for JiscMail list Updates to Research Leaders Forum web page on the member and non-member areas of the ARMA website Technology and guidance for webinars Support and guidance for recording virtual events and webinars Support and guidance for conducting surveys
Comms	Advice on writing event reports / blogs /articles for the ARMA website Guidance on writing for ARMA Insights, the member magazine. Posting/ retweeting of appropriate social media posts Promoting meetings/events via ARMA social media accounts