There are different types of contribution

Support to colleagues
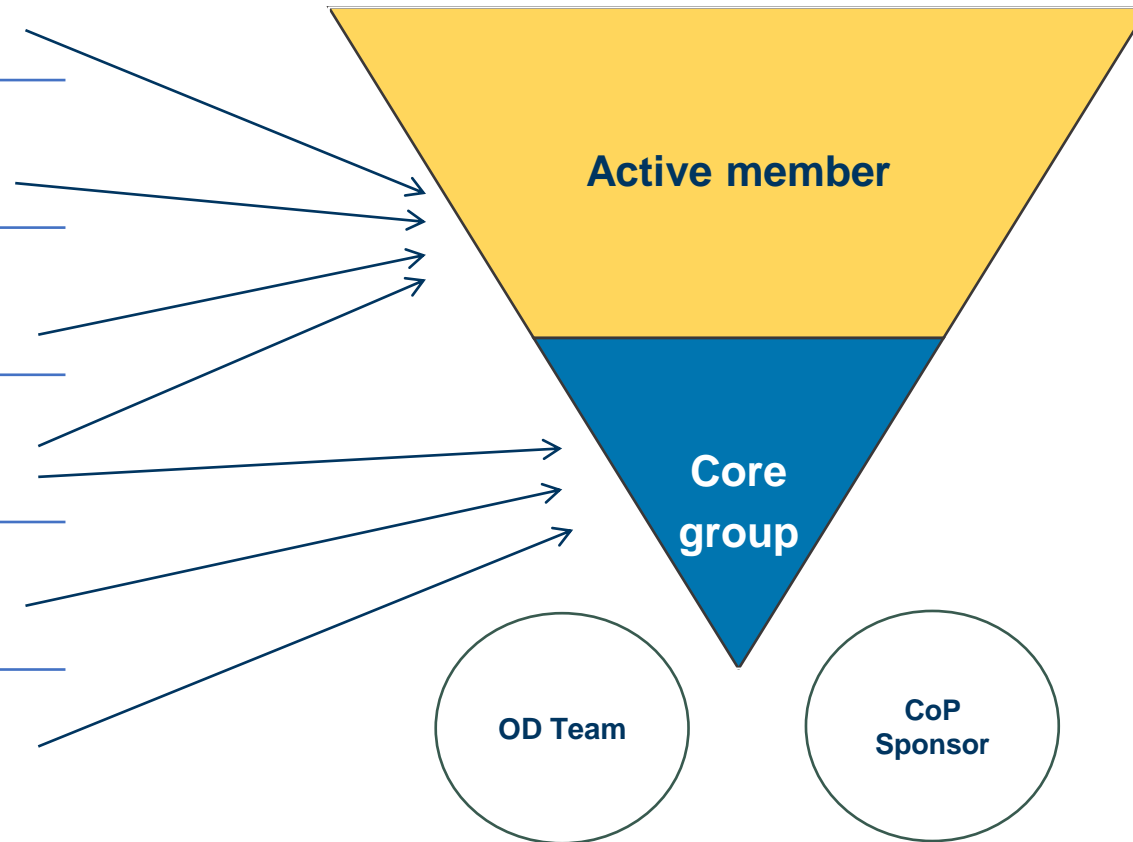
Contribute to skills development

Contribute to projects/initiatives
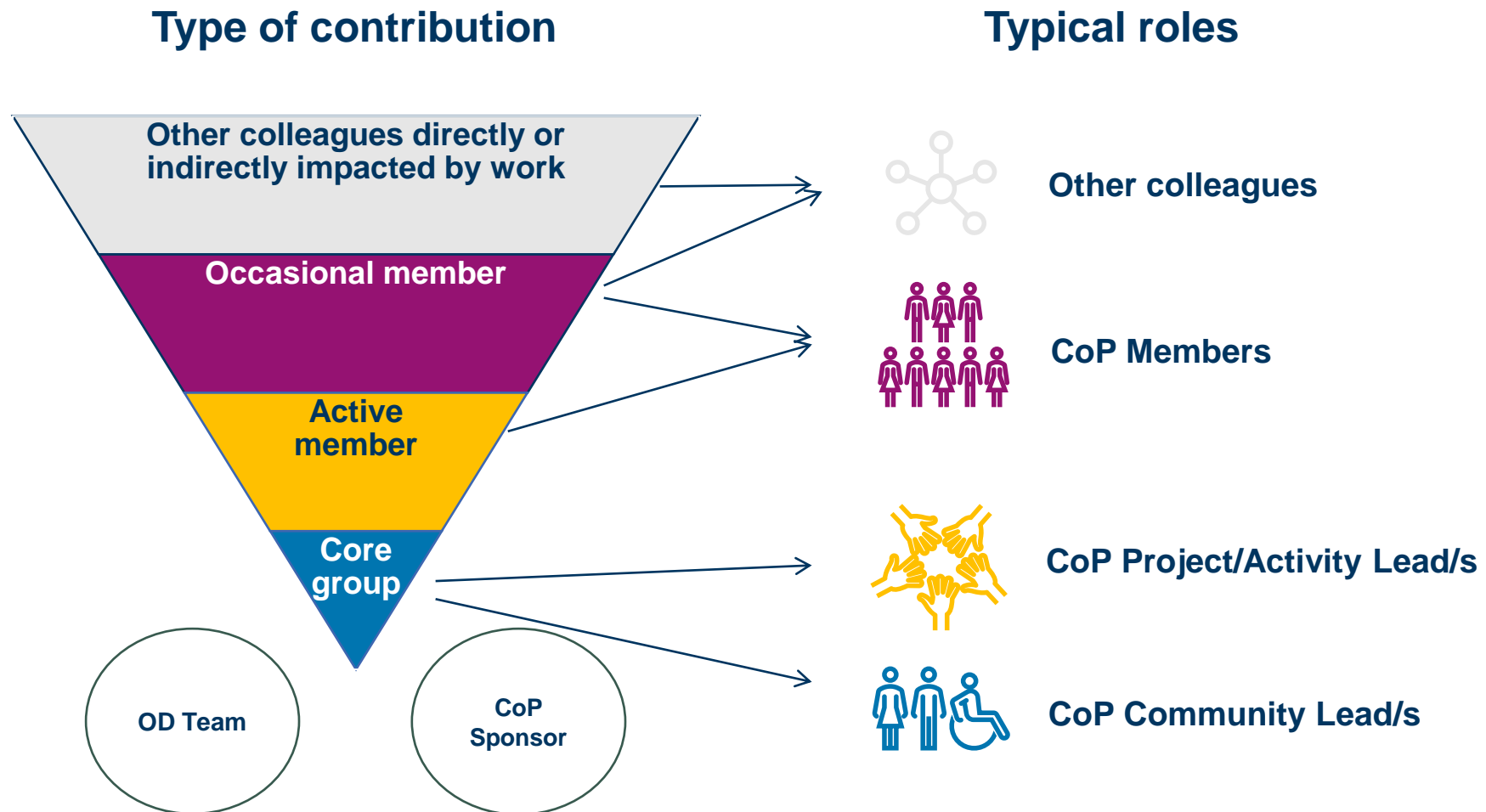
Co-lead projects/initiatives

Provide logistical/planning support

Co-lead

Active member

Core group

OD Team

CoP Sponsor

Examples of contributions in roles in L&M Community

Project/ Activity Lead/s

I was really interested in exploring the concept of leadership as a role that all staff can contribute to, not just those in senior roles. I am working with colleagues from across the University on developing case studies of leadership in practice. This has really helped my confidence in my own leadership ability.

Member (Occasional)

I don't have much time at the moment, but I'm keen to read about the work of the Community and when I can I attend a learning event. I have promoted the Community to other colleagues who have been able to participate. I hope next year, I'll be able to contribute more directly and include it as part of my PDR objectives.

Member (Active)

I've been able to attend learning events and recently become involved in one of the projects. My line manager has been really supportive and I've enjoyed learning from other members of the Community.

Community Lead/s

I've got really good organisational skills and I'm passionate about developing good L&M at the University. I work in partnership with the other Leads – I take more of a role in organisation and communication, whilst they are taking more of a lead on the content of the learning programme and keeping oversight of progress on projects.

# How responsibilities can be shared across different roles

|	Sponsor	Community Lead/s	Project/Activity Lead/s	Members (active or occasional)	OD Team
Purpose	Tie the CoP and the benefits to the University's strategic objectives	Lead CoP and enable CoP organisation, communication and information sharing	Lead projects/ activities (objectives) to enhance practice around priorities identified by members	Participate and share knowledge and experiences. Contribute to prioritisation of projects/activities	Enable CoP set up: find the energy, identify the sponsor, facilitate workshops, support launch
Delivering objectives	Work with CoP Lead/s to support Project/Activity Lead/s and any other roles identified.	Support Project Leads and members in delivering objectives	Enable team approach to delivery of objectives through members and other colleagues	Contribute to problem solving and ideas generation	Facilitate CoP connections intra/inter University
Celebrating impact	Advocate acceptance and recognition for the community – promote success!	Manage links with Sponsor & Change/CI Team, on behalf of the CoP	Lead and promote impact and continuous improvement in CoP	Promote and contribute to continuous improvement in the CoP	Provide ongoing support to CoP in running and renewal
Reviewing and renewing	Measure and evaluate the community's contributions to University objectives	Support evaluation of CoP and renewal	Support evaluation of projects/activities and contribute to CoP evaluation and renewal	Identify ways to enhance CoP effectiveness e.g. ways of working, promotion.	Measure and evaluate the community's contributions to University objectives
Resourcing	Allocate budget and resources for the community	**Activities deployed by a Core Group**			Allocate budget and resources for the community

Examples of activities

Delivery

- Design & delivery of programme of leaning e.g. lunch & learn
- Design & delivery of projects/activities
- Responding to opportunities
- Evaluation of participation and impact
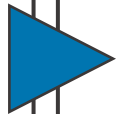
Decision making

- CoP planning process
- Enabling feedback and reporting back on decisions
- Using evaluation data to enhance Community impact
- Enabling alignment with Sponsor and other CoPs internally (& externally)
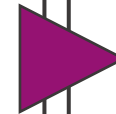
Communications

- Informal and formal comms internally & externally to CoP
- Launch event
- Awareness raising
- Promotion of activities
- Celebrate success