

Alumni Facilitator

Job Summary

The Centre for Sustainable Energy (CSE), the charity that runs Bright Green Future (BGF), is recruiting an Alumni Facilitator!

This role is ideal for a creative, self-motivated individual who wants to support and connect young environmental changemakers. You'll facilitate BGF's alumni community through social media, online events, and regular communications, working flexibly and remotely. This role would suit someone who is studying or doing other part time work, and the BGF team can support the successful candidate to fit the Facilitator work around other obligations.

Key Responsibilities

- Create and schedule regular social media content (reels, posts, stories) using Canva and Instagram.
- Research and share environmental opportunities (paid and voluntary) aligned with BGF values, targeted at 15-25 year olds.
- Produce and schedule MailChimp newsletters and posts to promote opportunities.
- Potential to plan, advertise, and deliver online alumni events (e.g. speaker sessions, skills workshops).
- Check in monthly with BGF staff to coordinate your activities, so we can fit around your other obligations.
- Attend quarterly Youth Advisory Board meetings to share ideas and feedback.
- Maintain clear communication and collaboration with BGF staff via Zoom and email.
- Use your own laptop with Microsoft Office and reliable internet access (internet costs stipend available).

Working Pattern

- Contract length: November 2025 to August 2026 (10 months).
- Hours: Up to 10 hours per month, with flexible scheduling (e.g. 2-3 hrs weekly or 5 hrs fortnightly, arranged how the Facilitator prefers).
- Location: Remote, working from home.
- Monthly Zoom check-ins with BGF staff (weekday, between 8:30am-6pm).
- Quarterly Youth Advisory Board meetings (approx. 4 hours each quarter, in addition to usual 10 hours per month).
 - Thurs 20 November 2025 at 18:30
 - Thurs 5 March 2026 at 18:30
 - Wed 20 May 2026 at 18:30
 - TBD August 2026

Person Specification

Essential:

- BGF Alumni aged 18+ by 13 November 2025.
- Creative, self-motivated and well-organised.
- Strong written and verbal communication skills.

Alumni Facilitator Information for Applicants

- Able to work independently and meet deadlines.
- Committed to BGF's mission and safeguarding policies.
- Able to pass a DBS check and complete Level 1 Safeguarding training.
- Access to a personal laptop with Microsoft Office and reliable internet.

Desirable:

- Previous experience with Canva, Instagram and MailChimp.
- Experience creating and editing video content.
- Able to provide feedback and take initiative, working with BGF staff to shape the role into a positive, meaningful experience.

What We Offer

- Flexible remote working.
- Paid at the [UK Real Living Wage](#).
- Be contracted staff of CSE, managed by Kate Elliott-Rudder, Youth Engagement Officer.
- Learn the inside workings of a charity – how we make decisions and get funding – with opportunities for supporting other CSE projects.
- Opportunities to develop your skills in:
 - Independent working.
 - Digital content creation.
 - Communication and facilitation.
 - Event planning.
 - Community engagement.

General CSE Staff Responsibilities

- Adhere to all CSE policies and procedures, including safeguarding and data protection.
- Communicate clearly and appropriately with young people.
- Maintain appropriate confidentiality in accordance with relevant policies and procedures.
- Take personal responsibility for your own health, safety and wellbeing in accordance with Health and Safety legislation and CSE policies and procedures.
- Any other duties as agreed with your line manager.

Application Process

Simply complete the application Jotform. There is no interview stage. You may submit your long response answers as written, video or audio. If you are having any trouble accessing or finishing the form, just email us at bgf@cse.org.uk.

Applications close 5pm Monday 3rd November.

Successful applicants will notified by Thursday 13th November.

Applicants are welcome to apply for both Advisory Board and Alumni Facilitator roles.

Successful applicant will need to provide physical proof of their right to work in the UK to the Centre for Sustainable Energy in Bristol, either by posting their ID (Special Delivery paid by BGF) or by visiting the office in person.

Alumni Facilitator Information for Applicants

Not sure if you're experienced enough? If you meet at least half the requirements for the position, we want to hear from you! Please don't hesitate to reach out to us bgf@cse.org.uk with any questions about the role or application process.

Bright Green Future aims to tackle the current underrepresentation of people of colour in careers with a positive environmental impact. Consequently, we follow a positive action recruitment policy, where protected characteristics may be used as a tie-breaker between candidates of equal merit (such as ethnicity, gender, disability, sexual orientation, nationality). It is voluntary for you to share your demographic details with us. If you don't want to share information please just select the option 'prefer not to say' in your application.