

Bright Green Future Alumni Mentor Role & Responsibilities

Bright Green Future are recruiting two friendly BGF Alumni Mentors for cohort 10.

Mentors act as a source of encouragement and support for the BGF students, as well as a “bridge” communicating between students and the BGF staff. Alumni Mentors will support the BGF staff team at the Residential in July 2023 and Graduation Day in February 2024. Between Residential and Graduation, the Mentors will mentor a small group of BGF students making a workshop about a sustainability issue for their group project. Mentors also join the Youth Advisory Board and feedback to Board members about their experience. Mentors will have additional opportunity to run the BGF Instagram account.

We are looking for Mentors who are 18 or older, with some experience facilitating or mentoring groups of young people. This could include volunteering with a school club or sports team. The Mentors will work closely with BGF staff and the Youth Advisory Board to ensure students are getting the most out of BGF, and will shape the BGF programme and the Alumni Mentor role for future cohorts.

This is a 6-month part-time position from July 2023 to February 2024. The role is mainly home-based, with one in-person week for the July/August Residential in Shrewsbury, and a Graduation day in Manchester in February. All travel expenses will be paid for by BGF. Mentors are likely to work online 3 to 4 hours per month, and will be paid at the living wage.

Alumni Mentors will:

- Communicate the needs and concerns of BGF students to the staff team, and work collaboratively with BGF staff.
- Co-facilitate workshops and break-out sessions at the Residential and Graduation Day, supporting BGF staff.
- Coordinate and mentor a small group of students on their project via monthly organizing Zoom check ins, and Discord messaging between meetings.
- Share their career and educational experiences and reflections with students, and be a source of encouragement for students.
- Give constructive feedback to staff and the Youth Advisory Board which develops and improves the programme and the Alumni Mentor role.
- Be aligned with BGF’s values and mission and help the programme in delivering its goals.
- Be approachable and adept at building rapport with other young people.

In this role, you will:

- Be managed by Roy Kareem, Bright Green Future Programme Director.
- Work closely with immediate colleagues in the BGF staff team, and have personal contact

with BGF students

- Attend the Residential in Shrewsbury 31th July – 5th August 2023 and the Graduation Day in Manchester Saturday 2nd February 2024 (travel costs will be reimbursed).
- Sit on the Youth Advisory Board for their August and November 2023 meetings, and other hybrid Board meetings.
- Spend about 3-4 hours per month between Residential and Graduation Day on mentoring your small group online, including attending and hosting Zoom meetings.
- Be paid quarterly at the living wage. Alumni Mentors will be contracted staff of the Centre for Sustainable Energy.
- Learn the inside workings of a charity-run youth empowerment programme, with potential opportunities for supporting other Centre for Sustainable Energy admin tasks.
- Develop skills in team work, personal organization, leadership, collaboration, people management, facilitation, events planning.
- Undergo a Disclosure and Barring Service check (DBS) and Level 1 Safeguarding training

General responsibilities as CSE staff member:

- Adhere to the Centre for Sustainable Energy's policies and procedures.
- Communicate clearly and confidently using appropriate language and tone for working with young people.
- Be responsible for your own health and safety and that of your colleagues in accordance with Health and Safety legislation and CSE policies and procedures.
- Always maintain appropriate confidentiality in accordance with relevant policies and procedures. Any other duties as directed and agreed with line manager.

Applications close 12pm (midday) Monday 15th May.

Applicants will notified of outcomes by Wednesday 24th May.

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.

Not sure if you're qualified 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.