

## Bright Green Future Alumni Facilitator

### Role & Responsibilities

Bright Green Future are recruiting a new alumni role as part of the Youth Advisory Board. The Alumni Facilitator will sit on the Advisory Board and will be responsible for advertising relevant opportunities for alumni and hosting alumni upskilling events. The Facilitator will attend the first Youth Advisory Board in November and be inducted to the role in late November/early December.

The Facilitator role will run from November 2023 to August 2024 (10 months). They will work up to 10 hours per month paid at the UK Living Wage of £10.90 per hour, in a regular pattern including at least 1 hour per fortnight. The pattern can be arranged as the Facilitator prefers, for example 2-3 hours every Monday or 5 hours every second week. The Facilitator will work independently from home, with monthly Zoom meetings with BGF staff and regular email support in between.

We are looking for someone who is creative, inclusive, a good communicator (written, verbal) and highly organised. The Facilitator will be creating regular content on Canva, sharing on Instagram or email, organising Zoom events and keeping up to date with the needs and interests of BGF alumni.

This is the first time that BGF have hired someone to coordinate alumni communications, and the Facilitator will work with BGF staff over the year to shape the role into a positive, meaningful experience. As such, we are looking for someone who can give us constructive feedback about the role, and who can take initiative to improve their outcomes.

### Role Responsibilities

As Alumni Facilitator, you will:

- Research paid and volunteer environmental opportunities which align with BGF values for 15 to 25 year olds throughout the year
- Create and schedule weekly/fortnightly posts which advertise opportunities on social media
- Contribute to BGF MailChimp newsletters for BGF alumni
- Plan, organise, advertise and run 3 online skills events for alumni over the year, including sourcing alumni speakers and potentially guest speakers. For example, “How to talk about BGF in an interview”.
- Attend monthly check-in meetings with BGF staff, and coordinate the advertising of events with BGF staff.
- Youth Advisory Board meetings, and share ideas and feedback with fellow Board members (minimum 75% attendance):
  - 7<sup>th</sup> November 2023 at 18:30
  - 15<sup>th</sup> February 2024 at 18:30
  - 14<sup>th</sup> May 2024 at 18:30
  - 15<sup>th</sup> August 2024 at 18:30
  - Advisory Board will be 4 hours quarterly in addition to maximum hours per month.
- Own a personal laptop with Microsoft Office Suite and reliable internet access – BGF can offer a stipend for internet costs.

### Role Conditions

The Alumni Facilitator will:

- Be managed by Kate Elliott-Rudder, Bright Green Future staff.

- Work remotely with immediate colleagues in the BGF staff team, and have online contact with BGF students and alumni. There is potential for the role to include in-person events in Bristol.
- Use a timesheet to record up to 10 hours per month (with additional Advisory Board meetings) and be paid monthly £10.90 per hour worked. The Facilitator 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 projects.
- Develop skills in personal organization, content creation, leadership, collaboration, facilitation, events planning and knowledge of UK youth climate opportunities.
- Undergo a Disclosure and Barring Service check (DBS) and Level 1 Safeguarding training.
- 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 alumni.
- Be committed to safeguarding and protecting young people through robust safeguarding practices

#### **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) Friday 6<sup>th</sup> October.**

**Applicants will notified of outcomes by Thursday 19<sup>th</sup> October.**

***Please note that successful applicants 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.***

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](mailto: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.*