

## Bright Green Future Youth Advisory Board Member

### Role & Responsibilities

Bright Green Future are recruiting three enthusiastic, proactive alumni for the Youth Advisory Board.

The Youth Advisory Board (YAB) consists of six alumni Board Members and two Alumni Mentors. One board member will have additional responsibility as an Alumni Facilitator (see separate application form). The Advisory Board will meet quarterly with the BGF staff over 10 months, starting in November 2023. Board members will be paid at the UK living wage for their time preparing for and attending meetings.

The Advisory Board will review programme updates from staff, Mentors and the Alumni Facilitator, and offer their advice and insight on programme elements. Elements may include recruitment strategy, what career webinars or opportunities are offered to students and alumni, and the future direction of BGF. Board members will be instrumental in shaping the role of the Board itself. We are looking for alumni to help us make the YAB experience as meaningful as possible.

Youth Advisory Board (YAB) members will:

- Act as 'critical friend'/sounding board for staff designing elements of the programme e.g. Graduation Day, Residential, career webinars, alumni events.
- Be aligned with BGF's values and mission, and passionate about improving BGF and helping students/alumni get the most out of the programme.
- Offer constructive feedback and ideas which help BGF staff make the YAB experience meaningful and impactful for board members.
- Be constructive and collaborative with other board members, including when offering different or conflicting views.
- Write an annual report capturing their time on the YAB for the wider BGF alumni network and Centre for Sustainable Energy (CSE) reporting.
- Be well-organised, a good communicator (verbal and written), and able to respectfully explore different opinions.
- Be comfortable using/learning Zoom.
- Be committed to safeguarding and protecting young people with robust safeguarding practices.

As a Board member, you will:

- Attend quarterly meetings via Zoom (75% attendance minimum)
  - 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
- Spend about 4 hours of your time per meeting (about 16 hours over the year). This includes your meeting prep (2 hrs) and attendance (2 hrs).
- Be paid the [UK Real Living Wage](#) £10.90 per hour, as subcontractors of CSE.
- Learn the inside workings of a charity-run youth empowerment programme.
- Have opportunity to take on additional paid tasks for the YAB or CSE.

- Progress your skills in communication, leadership, teamwork, personal organisation, negotiation, critical thinking and meeting management.

### **Youth Advisory Board meetings agenda example**

Tues 7<sup>th</sup> November 6.30pm

*Update on BGF overall, planning for cohort 10 career webinar, brainstorming for cohort 11.*

Thurs 15<sup>th</sup> February 6.30pm

*Reflection on recent cohort 10 Graduation, progress report on cohort 11 recruitment, planning for cohort 11 April Residential, brainstorm ideas for alumni online events.*

Tues 14<sup>th</sup> May 6.30pm

*Reflection on recent April Residential, ideas for cohort 11's career webinars and graduation, preparation for alumni event.*

Thurs 15<sup>th</sup> August 6.30pm

*Strategy for the future of the Youth Advisory Board and alumni.*

### **Application process**

Simply complete the application Typeform. 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](mailto:bgf@cse.org.uk).

**Applications close 12pm (midday) Friday 6<sup>th</sup> October.**

**Successful applicants will notified by Thursday 19<sup>th</sup> October.**

**Applicants are welcome to apply for multiple roles at once. We are open to one person holding multiple roles if they are the right candidate.**

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](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.*

