

Bright Green Future Alumni Mentor Role & Responsibilities

Bright Green Future are recruiting two friendly BGF Alumni Mentors for cohort 11.

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 April 2024 and Graduation Day in July 2024. Between Residential and Graduation, the Mentors will mentor a small group of BGF students with individual local sustainability projects. Mentors sit on the Youth Advisory Board and feed back to Board members about their experience. Mentors will also have opportunity to run the BGF Instagram account and make content from events.

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 programme and Mentor role for future cohorts.

This is a 5-month part-time position from mid-March 2024 to August 2024. The role is mainly home-based, with one in-person week for the April Residential in Shrewsbury, and a Graduation day in Bristol on 13th July. 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 [UK 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, supported by BGF staff.
- Coordinate and mentor a small group of students on their projects via organising monthly Zoom check ins and emailing 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.
- Be committed to safeguarding and protecting young people through robust safeguarding practices.

In this role, you will:

- Be managed by Roy Kareem, director of Bright Green Future.

- Work closely with immediate colleagues in the BGF staff team and have personal contact with BGF students.
- Attend the Residential in Shrewsbury 2nd – 7th April 2024 and the Graduation Day in Bristol on Saturday 13th July 2024 (travel costs will be reimbursed).
- Sit on the Youth Advisory Board for their May and August 2024 meetings.
- Spend about 3-4 hours per month between Residential and Graduation Day 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 projects.
- Develop skills in teamwork, personal organisation, leadership, collaboration, people management, facilitation and 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) Tuesday 6th February 2024.

Applicants will be notified of outcomes by Monday 12th February 2024.

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.

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.