

## Bright Green Future Alumni Facilitator

### Role & Responsibilities

Join BGF staff team as Alumni Facilitator! This role is responsible for advertising opportunities via social media, organising and running online events, and supporting BGF staff for in-person events. As a new part of this role, the Alumni Facilitator will work with the Youth Advisory Board to shape an in-person BGF Alumni Gathering event in Autumn 2024.

**The successful candidate will start work in-person on 12<sup>th</sup> July 2024 by supporting BGF staff and mentors at the Cohort 11 Graduation Day in Bristol on 13<sup>th</sup> July 2024.**

We'll organise transport and accommodation. Your induction will be afternoon or evening on 12<sup>th</sup> July depending on your availability.

The Facilitator role will run from July 2024 to August 2025 (13 months). The Facilitator will work up to 10 hours per month, in a regular pattern including at least 1 hour per fortnight. In addition, the Facilitator will attend quarterly Youth Advisory Board meetings online, and support BGF staff at the Cohort 11 Graduation Day (12-13<sup>th</sup> July 2024) and the Alumni Gathering (Autumn 2024). The 10-hour monthly 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, independent, 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 role would be suited to 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.

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.

**The successful applicant will need to submit ID to Centre for Sustainable Energy for a Right to Work check** within two days of receiving the offer. We recommend Special Delivery tracked postage, which will be reimbursed by BGF. The time crunch is so you can attend Graduation Day.

### Role Responsibilities

- Research paid and volunteer environmental opportunities which align with BGF values for 15 to 25 year olds throughout the year.
- Create and schedule regular posts and MailChimp newsletters which advertise opportunities on social media.
- 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".
- Support planning, organising and advertising of the Alumni Gathering in Autumn 2024.
- Attend monthly check-in meetings with BGF staff, and coordinate your activities with BGF staff, so we can fit around your other obligations. The monthly check-ins will be on a weekday between 8.30am and 6pm.
- Youth Advisory Board meetings to share ideas and feedback with fellow Board members:
  - 7<sup>th</sup> November 2024 at 18:30
  - 12<sup>th</sup> February 2025 at 18:30

- 6<sup>th</sup> May 2025 at 18:30
  - TBA August 2025
  - Advisory Board will be 4 hours quarterly in addition to 10 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 over 18 years old on 12<sup>th</sup> July 2024.**
- Be managed by Kate Elliott-Rudder, Bright Green Future staff. The Facilitator will be contracted staff of the Centre for Sustainable Energy.
- Work remotely with immediate colleagues in the BGF staff team, and have online contact with BGF students and alumni.
- Be paid [£12 per hour](#) and use a timesheet to record up to 10 hours per month (with additional Advisory Board meetings, Graduation Day and Alumni Gathering events).
- 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, independent working, content creation, collaboration, facilitation, events planning and knowledge of UK youth climate opportunities.
- Pass 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 committed to safeguarding and protecting young people by adhering to safeguarding practices and the BGF online staff behaviour guide.

### **General responsibilities as Centre for Sustainable Energy 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) Thursday 20 June.**

**Applicants will be notified of outcomes by Friday 21 June.**

***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.***

**The successful applicant will begin work by attending Cohort 11 Graduation Day event in Bristol 12-13<sup>th</sup> July. Train travel and accommodation will be paid for by BGF.**

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 [bfg@cse.org.uk](mailto:bfg@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.*