



<b>Role title:</b>	NCS Youth Advisory Board member (x12)		
<b>Line manager title:</b>	Youth Voice & Engagement Lead	<b>Department:</b>	Strategy & Impact
<b>Competency level:</b>	Team Member	<b>Role location:</b>	National
<b>Role Banding:</b>	23	<b>Role Type:</b>	12 month fixed term, part-time

<b>Version Control</b>	<b>Date Edited</b>	<b>By:</b>

<p><b>Role Purpose</b></p> <ul style="list-style-type: none"> <li>- Amplifying youth voice in the Trust's work at a strategic level, where young people have more opportunity to positively influence key decisions</li> <li>- Connect NCS employees with young people to inform their work and understand priorities and experiences of young people</li> <li>- Hold the NCS Trust to account and ensure that all work undertaken aligns with our mission statement and organisational values</li> <li>- Enable Youth Advisory Board members to meet, bond, and feel part of something bigger (regional, national, global)</li> <li>- Give members access to professional development opportunities with a focus on the following five NCS Trust competencies: Influencing others, Adapting, Solving Problems, Delivering Results, Leading Self and Others.</li> </ul> <p>*You will be paid up to 10 hours per month but you may volunteer more time on projects and at events should you wish. Travel expenses will be covered for any events you attend.</p>
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<b>Key activities</b> (the what)	<b>Role specific skills</b> (the how)
<ul style="list-style-type: none"> <li>● Commit to a minimum of engagement as outlined below <ul style="list-style-type: none"> <li>○ Youth Advisory Board meetings and spotlight sessions (1.5hr/month)</li> <li>○ Youth Advisory Board Away Days (max. quarterly)</li> <li>○ Work Experience Opportunities to gain personal and professional work experience for a minimum of 20 but</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Able to conduct themselves professionally at all times when engaging in this role</li> <li>● Able to think critically and challenge ideas and concepts professionally</li> <li>● Be creative in idea generation</li> <li>● Contribute to solving problems and coming up with solutions</li> </ul>

<ul style="list-style-type: none"> <li>○ more than 40 hours in total</li> <li>○ Regular committee meetings approx 2 hours a month. Pattern might vary to align with individual Directorate priorities.</li> <li>● Attend project group meetings online and contribute to the shaping and influencing of work</li> <li>● Take on actions as part of project working groups, carrying out tasks as agreed within project working groups</li> <li>● Contribute professionally to share insights, experience, and ideas that will influence, challenge, and support work</li> <li>● Present ideas and concepts to groups and large audiences</li> <li>● Attend quarterly in-person meetings with the NCS Youth Voice Team</li> <li>● Represent NCS at external stakeholder events as panellists and on roundtables</li> <li>● Form and lead on steering groups engaging in wider (external) young person networks</li> <li>● Collaborate with the Co-Chairs or the YAB enabling them to ensure Youth Voice and priorities are represented at RCb Executive Board Level</li> <li>● Collaborate with the Youth Voice team to continually shape and improve the NCS Trust's Youth Voice &amp; Engagement strategy</li> </ul>	<ul style="list-style-type: none"> <li>● Have leadership skills that will support them in leading other young people and enabling them to amplify their insights and experiences</li> <li>● Able to speak clearly and articulately, and listen actively to others</li> <li>● Able to work in a team, consider others input and ideas, contribute to the work of others positively</li> <li>● Also able to work independently and get on with tasks and actions in their own time</li> <li>● Clear and concise communication verbally, via email and virtually</li> <li>● Adaptability of working styles and priorities</li> <li>● Flexibility of working around own schedule and commitment</li> <li>● Time management and good organisation skills to balance time and responsibilities across a number of commitments within and outside of NCS</li> </ul>
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<p><b>Measures of success</b> (how will we know the person is performing well?)</p> <p>Attended the Youth Advisory Board launch and training weekend  Attended 8 monthly Youth Advisory Board meetings  Attended 2/4 quarterly in-person YAB meetings  Completed work placement  Is able to speak to the impact they have had and work they have influenced  Supported other young people to engage in youth voice activity</p>
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<p><b>Knowledge, Experience &amp; Qualifications</b></p>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>● Understanding of the priorities and challenges faced by young people today</li> <li>● Passion for making a difference and the impact that young people can have</li> <li>● Inspired to speak passionately about feedback, and share own ideas and opinions</li> <li>● Very good time management skills and the ability to coordinate own workload</li> </ul>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>● Experience in similar roles</li> <li>● Experience in role leading others</li> <li>● Experience presenting to and speaking in front of others</li> <li>● Experience engaging in online sessions, workshops and meetings</li> <li>● Experience communicating with senior members or teams within organisations</li> <li>● Knowledge of other youth advisory</li> </ul>

<ul style="list-style-type: none"> <li>• Understanding of the importance of turning up and contributing to discussions</li> <li>• Driven to make sure young people are listened to</li> <li>• Able to communicate clearly and work well with others on calls and in meetings</li> <li>• Able to listen to the views and opinions of others and be accepting of others' opinions and views</li> <li>• Open to asking questions, giving feedback and responding in a constructive and supportive way</li> <li>• Understands the importance of being on time and prepared for meetings</li> </ul>	<p>boards</p> <ul style="list-style-type: none"> <li>• Understanding of NCS' objectives and vision</li> <li>• Knowledge relating to one or more of our key workstream topics of community, grantgiving, and digital engagement</li> </ul>

<b>Budgetary Accountability:</b>	None
<b>Direct Reports:</b>	None

<b>DBS check type required:</b>	Enhanced DBS
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