



<b>Role title:</b>	NCS Youth Advisory Board member (x12)		
<b>Line manager title:</b>	Youth Engagement Manager	<b>Department:</b>	Strategy & Impact
<b>Competency level:</b>	Team Member	<b>Role location:</b>	National
<b>Role Banding:</b>	22 - National Living Wage (for those aged 21 and over)- £12	<b>Role Type:</b>	18-month fixed term, part-time
<b>Version Control:</b>	2	<b>Date Edited</b>	August 2024 Youth Voice Team

<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 Trust employees with young people to inform their work and understand the priorities and experiences of young people</li> <li>- Hold the NCS Trust to account and ensure that all work undertaken aligns with our <a href="#">mission statement</a> and organisational values* (please see end of document)</li> <li>- Engage in opportunities where Youth Advisory Board members across England to connect and collaborate as a team and cultivate a sense of belonging to a larger community (regional, national, and global)</li> <li>- Represent NCS at external engagements, including working with organisations across our network and the wider sector</li> <li>- Embrace professional development through a paid work placement within another NCS Trust team and monthly training opportunities.</li> </ul> <p>-</p> <p><i>You will be paid up to 15 hours per month, average hours are 8-12 hours.</i></p> <p><i>Travel and subsistence expenses will be covered for events you attend (based on location and need).</i></p> <p><i>We are interested in hearing from young people <b><u>who have and and who have not</u></b> experience in a similar role.</i></p>
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Key activities (the what)	Role-specific skills (the how)
<p>Commit to a <b>minimum of engagement</b> as outlined below</p> <p>Youth Advisory Board <b>monthly online meetings</b> (1.5hr/month) Admin and pre-reads (1hr/month)</p> <p>Youth Advisory Board <b>Away Days</b> every 3-4 months</p> <p>Work Experience opportunities to gain personal and <b>professional paid work experience</b> for a minimum of 30 flexible hours (over 18 months)</p> <p>Contribute professionally to <b>share insights, experience, and ideas</b> that will influence, challenge, and support work.</p> <p><b>Represent NCS</b> at external stakeholder events.</p> <p>Collaborate with the Co-Chairs to ensure <b>Youth Voice and priorities are represented</b> at the Executive Board Level.</p> <p>Collaborate with the Youth Voice team to continually <b>shape and improve</b> the NCS Trust's Youth Engagement strategy.</p>	<p><b>Communication:</b> clearly articulate ideas and experience. Actively listen to others and engage in discussions (verbally, via email and virtually).</p> <p><b>Evaluation:</b> Give constructive feedback and share relevant insights to inform decision making.</p> <p><b>Preparation:</b> pre-read materials and complete any other core tasks prior to meetings or events.</p> <p><b>Organisation:</b> effectively keep track of various tasks, meetings, documents, timesheets, and adapt to changing priorities.</p> <p><b>Network:</b> connect with the wider youth sector and build professional relationships across NCS Trust and with external organisations. Represent the organisation's interests and values effectively.</p> <p><b>Influence:</b> Represent youth perspectives internally in the Trust and with external organisations.</p> <p><b>Teamwork:</b> Work effectively with others to influence and support projects. Work closely with the Youth Voice Team to advocate for young people's priorities.</p>

**Additional and optional opportunities include:**

- Provide additional insights and support to ad hoc projects and engagements across the Trust and its partners.
- Present ideas and concepts to groups and large audiences.
- Host events and represent NCS in panel discussions and roundtables.

## Measures of success

- Attended the Youth Advisory Board onboarding sessions (online and in person)
- 14/18 monthly Youth Advisory Board meetings attended
- Attended 3/4 quarterly in-person YAB meetings
- Work Placement completed to a high standard
- Represent NCS and the YAB at external events
- Understand and can share the impact they have had and work they have influenced
- Progress in their own personal development goals (this will be supported by regular line management check ins, peer support, quarterly reviews etc)

## Essential Criteria

- Understand some of the priorities and challenges faced by young people today
- Passion for making a difference and being able to envision the impact that young people can have
- Good time management skills and the ability to coordinate one's own workload
- Ability to ask questions, share your own ideas and consider alternative perspectives in line with our Empowering and Inclusive values (please see values below).
- Ability to contribute to a positive working environment by listening to and respecting the perspectives of others, even when we disagree.
- Awareness of what NCS' offer for young people is
- Passionate about the importance of young people being involved in decisions that affect them.

<b>Budgetary Accountability:</b>	None
<b>Direct Reports:</b>	None
<b>DBS Check:</b>	Enhanced DBS <i>All NCS Trust employees have a basic check as a minimum. Any roles which involve regular face to face contact with Young People or access to schools will require an enhanced check.</i>

**\*NCS Trust Values are:**

**Inclusive:**

Championing and celebrating diversity, drawing on our differences and enabling everyone to connect, belong and grow.

**People of Integrity:**

Always acting with an open, honest and ethical approach.

**Outcomes Focussed:**

Supporting and enabling a high quality, impactful and outcomes focused culture that serves the young people of our country.

**Empowering:**

Giving our people the information, ability and confidence to make decisions and achieve results, whilst recognising the value in every person's contribution.

**Accountable:**

Taking ownership for words, actions and objectives and being a committed and reliable individual who can be consistently counted on.

**Adaptable:**

Inspiring a culture of curiosity that creatively adapts to internal and external priorities, insights and opportunities.