



Volunteer Role: Young People's Forum Committee Member

Support Person/s	Laura Allen and Alison Chaves – Community and Education Officers
Role Purpose	<p>The Voluntary Committee Members for the Young People's Forum will help with supporting the Wildlife Trust BCN to work better for local young people. There will be a minimum of 3 Committee Members: a Chair, Secretary and Treasurer/Fundraising Officer, plus other roles such as publicity and IT support. All Committee Members must be members of the Wildlife Trust.</p> <p>As an elected member the role offers the opportunity to work with young people and Wildlife Trust staff to develop the Trust's engagement with young people in wildlife conservation and environmental issues.</p> <p>The role offers valuable development of knowledge, skills and experience in a wide range of aspects of conservation education and community work, including associated office planning work, necessary to engage communities in wildlife conservation.</p>
Specific Tasks	<p>The Voluntary Committee Members will undertake a wide range of tasks. These will include:</p> <ul style="list-style-type: none">• Leading the Young People's Forum to complete agreed projects• Coordinating, and assisting with the administration of Forum meetings• Assisting with fundraising and managing budgets for the Forum• Supporting content creation for social media and the Trust's website• Offering mentoring to younger Forum members in tasks such as coordinating meetings, setting agendas, taking minutes etc.• Assisting with carrying out community events and activities, and outreach programmes, to a range of young audiences (eg assisting with talks, guided walks, practical tasks).• Providing feedback on interpretation materials related to young people (eg posters)• Undertaking training as required• Adhering to all health and safety requirements <p>Specific roles within the Committee include Chair, Treasurer and Secretary:</p> <p>The Chair:</p> <ul style="list-style-type: none">• Oversee and provides direction at meetings• Ensures the Treasurer/Fundraising Officer and Secretary are performing their duties

	<ul style="list-style-type: none"> • Provides overall leadership and supports recruitment of committee members • Maintains good communications between the committee and Trust staff <p>The Treasurer / Fundraising Officer:</p> <ul style="list-style-type: none"> • Researches, promotes, and oversees any fundraising opportunities and activities – could include activities such as cake sales or grant applications • Oversees the Young People’s Forum budget and maintain contact with the staff • Ensures compliance with the Trust’s financial management rules; • Prepares half yearly reports (in coordination with Trust staff) <p>The Secretary:</p> <ul style="list-style-type: none"> • Keeps records for the committee, e.g. writing minutes of meetings and recording numbers of attendees at events • Meeting coordination • Ensures compliance with data protection rules; • Notifies Trust staff of any changes to committee contact details.
<p>Skills and Qualities Needed</p>	<p>We’re wild about inclusion! We want our volunteers and staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of ‘people close to nature, with land and seas rich in wildlife.</p> <p>Volunteers will come from a wide range of backgrounds and may have many different qualities and skills.</p> <p>Essential skills and qualities for this role are:</p> <ul style="list-style-type: none"> • Aged 18 to 24 years* • An interest in environmental education / wildlife conservation • A passion and aptitude for engaging young people • Able to work with a range of people from all age groups and backgrounds • Excellent communication skills • Willing to supervise and lead others • Be prepared to undertake an enhanced DBS check • Willing to develop skills and standards of workmanship required in community engagement / education in wildlife conservation • A high level of enthusiasm and self-motivation, and willingness to be flexible • The potential to work on own initiative as well as part of a team • Good computer skills and access to email <p>Desirable skills and qualities for this role are:</p> <ul style="list-style-type: none"> • A full driving license and use of a car. • A basic understanding of health and safety, and child protection.

	<ul style="list-style-type: none"> • Experience of engaging with the public in a variety of settings • Some experience of planning and delivering events in the outdoor natural environment • Background knowledge of ecology, natural history, and conservation
Commitment	Able to commit to a minimum of a year as a Committee Member, and to monthly Forum meetings.
Support and Training	<p>The Voluntary Young People's Forum Committee Member will be given regular guidance and support by the Community and Education Officers.</p> <p>Relevant training that may be required will be identified and the volunteer will be offered suitable training to meet their needs.</p>
Expectations of WTBCN Volunteers	<ul style="list-style-type: none"> • Attendance of 80-90% of meetings and provide notification of non-attendance to Trust staff in advance where possible. • Willingness to abide by the Wildlife Trust BCN's Policies and Procedures • Willingness to use support systems • Co-operation with administrative tasks <i>e.g. filling in expenses forms</i> • Commitment to attend training necessary for the role
Location of volunteering	Partly home-based but travel around Bedfordshire, Cambridgeshire and Northamptonshire for face-to-face meetings will be required

*The Forum offers membership from 13 years of age. There may be an opportunity to join as a YPF Volunteer once Committee members reach 25 years of age.

Task Description Updated: 21/11/23