Sculpt

Unit K210
The Biscuit Factory
100 Drummond Road
London SE16 4DG

Sculpt Youth Advisory Board (YAB)

Chair

About us

Sculpt is a UK-based charity providing research, training and work-experience opportunities that empower young people to shape their own futures and those of their communities. All our work is guided by young people.

About the Youth Advisory Board

As an organisation we base our work on rigorously researched evidence and are led in our approach by an independent Youth Advisory Board (YAB). The YAB is a group of passionate young people with a keen interest in youth issues who bring their insight and voice to the issues we work on. Their role is to constantly review, monitor and quality control our work in order to ensure that it remains youth-led.

Members of the YAB support us by:

- Providing a voice, ideas and insight to help us strive towards our goals and ensure that our work is relevant to the needs of young people
- Working together as a group to advise and provide insights on social issues from a variety of backgrounds
- Applying their contextual understanding of life in the development of socially positive causes
- Problem-solving and acting as a check against existing decision making in refining ideas and initiatives
- Helping us raise awareness of our work among other young people

Our Youth Advisory Board meets every two months. We aim to hold several in-person meetings, but virtual attendance is always an option. Meetings are usually scheduled for an hour taking place in the afternoon/ late afternoon depending on the members' availability.

Travel expenses for in person meetings are reimbursed, and we make adjustments where needed to remove barriers to participation. This can include providing support/ assistance

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for online participation or covering the costs of a Personal Assistant/Carer or interpreter/translator if YAB members use one, for example.

Sculpt is an inclusive organisation and we embrace diversity because we know that bringing together people with different experiences, perspectives and backgrounds will lead to even greater results for young people. We encourage applications from young people from all backgrounds, identities and lived experiences including those who are LGBTQIA+, Black, Asian or another minoritised ethnicity, disabled, young carers, refugees, and from low-income backgrounds.

About the role

As the Chair of the Youth Advisory Board you will lead the Board by facilitating discussions, ensuring that everyone has the chance to speak and advising and collaborating with the CEO, team and board of trustees. You will play a key role in implementing Sculpt's User Engagement Strategy and together with the YAB shaping the vision for user engagement at Sculpt.

You will be supported by the Sculpt team and you will work in collaboration with the person responsible for the organisation's user engagement activities. The tasks may vary depending on current priorities. You will contribute on a monthly basis to work that has been agreed in advance.

We are looking for an individual who has the potential to do well in the role. Our ideal candidate has the right motivation and willingness to learn. Lack of relevant or previous experience is not a barrier to applying and we encourage you to apply even if you don't meet all the requirements.

Role Description

Key tasks:

1. Specific Chairing tasks

- Pre-meeting preparation and agenda setting for the meetings

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- Chairing of the meetings by ensuring that everything on the agenda is covered and decisions are made when required
- Facilitating discussion during the meetings and ensuring that all members are treated fairly and equally
- Helping the YAB deal with differences of opinion/ conflicts and making sure that everyone who wants to has a chance to speak
- Ensuring that all safeguarding and any other policies are followed throughout meetings
- Ensuring the YAB as a whole sticks to priorities and serving as a spokesperson to the YAB and the Sculpt team between meetings
- Supporting the recruitment of YAB members by providing input on role descriptions, shortlisting and interviewing prospective candidates
- Advising and collaborating with Sculpt CEO, team and board of trustees to help make decisions that benefit the organisation
- Keeping the Vice Chair up to date on any developments within the scope of the YAB
- Briefing of the Vice Chair on the agenda if unable to attend any meetings

What we can offer you:

- Opportunity to develop leadership skills
- Valuable volunteering experience from a position of trust
- Opportunity to learn and to influence how an organisation is run
- Learn about a variety of different societally impactful projects
- Learn from an experienced board of trustees and have exposure to an international team of professionals and partner organisations
- Opportunity to represent Sculpt at conferences and events
- Chance to develop a variety of skills from decision making, public speaking to conflict management and more

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Behaviours, Experience and Skills

Lack of relevant experience is not a barrier to applying, and we very much encourage and welcome applications from those who are genuinely committed to using their voice to empower young people and to benefit Sculpt as a whole.

Essential:

Commitment	• Sign up for a minimum term of 12 months – completing induction, attending and participating in meetings and other occasional tasks • A willingness to devote the necessary time and effort to all duties as the Chair • Integrity and commitment to the organisation and its objectives
Facilitation & leadership skills	• Ability to listen to ideas and perspectives in order to be able to summarise, analyse, reflect and use them to move forward • Ability to positively reinforce and encourage participation • Ability to manage conflicts and contrasting opinions
Age	• Must be between 16 and 28 years of age at the time of application

Desirable:

Communication	• Strong written and verbal communication skills • Ability to demonstrate empathy, integrity, responsibility and patience • Ability to communicate with individuals from diverse backgrounds • Be an enthusiastic voice for the organisation, sharing Sculpt's work as well as the YAB's own priorities, in their own words

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Problem solving & Innovation	• Critical and independent thinking • Creative thinking • Innovate new ideas and opportunities that are relevant to young people • Ability to stimulate ways to help the YAB come up with new ideas and solutions
Team work	• Ability to work effectively as part of a diverse team • Ability to lead group discussions, manage them and work to coordinate opinions, ideas, and perspectives
Organisational skills	• Time management • Strategic thinking and planning • Goal setting and decision making