



Application Pack

November 2020



Hey! Thank you for showing an interest in applying to be a member of Youth Futures Foundation's Future Voices Group (FVG). It's really exciting to know you're interested – read on for more details on this opportunity.

This guidance pack will give you a better understanding of the role and what we're looking for and provides more information on the application process.

In this pack, you will find:

- An overview of who we are
- Why we are setting up the Future Voices Group
- Who we are looking for
- Support and benefits for members
- An overview of the application process
- How to apply
- Application questions
- Link to the application

Before you read on, we'd like to make clear who is eligible for this role (just so we're not wasting your time).

To apply, you must fit the following criteria:

- Aged between 16 and 24 years
- Live in England
- Have direct or indirect experience of facing barriers to gaining meaningful employment



WHO ARE WE?

The Youth Futures Foundation is an independent, not-for-profit organisation set up to help tackle youth unemployment. We launched last year as the leading organisation in England focused on improving the employment outcomes of young people who face disadvantage or discrimination when trying to get into good quality work, and to tackle the root causes of why many young people end up unemployed.

Using an initial £90m of funding from the Reclaim Fund Ltd, we are working hard to:

- understand and inform others of what works to help young people into meaningful jobs
- invest in good practice and fund the programmes helping those young people facing barriers
- initiate new ways of working and achieve lasting change

And all of this will be achieved with diverse young people at the heart, who will help to shape, improve and implement our mission across the country.

WHAT IS THE FUTURE VOICES GROUP?

The Future Voices Group (FVG) is a new group that we are setting up to put young people with lived experiences of the issues we are focused on at the heart of our work.

To help us to make this group the best that it can be, we are really excited to be partnering with the British Youth Council who are real experts in supporting young people to have their voices heard and listened to. The British Youth Council will help us to support and train the FVG on an ongoing basis.

The FVG will be a forward-thinking group with the responsibility to advise on many aspects of the things we do – helping us to make the big decisions on who we fund, what works, what needs to change and what solutions might be needed. The FVG will represent Youth Futures Foundation across different platforms – engaging in important conversations with policymakers, researchers, funders and practitioners.

Members of the Future Voices Group will also help to drive, shape and curate our recently launched [Future Voices Digital](#) space – which brings together the perspectives and experiences of young people across the country on employment issues, setting out how we can envision a better future through the voices of the next generation.



WHY ARE WE SETTING UP THE FUTURE VOICES GROUP?

As the well-known phrase tells us – nothing about us, without us. In some ways it is as simple as this. We cannot work to find effective solutions for young people's futures without young people being part of the process – not if we want to genuinely change things in the long run.

Involving diverse young people in our work has always been incredibly important – and now, with COVID-19 and huge increases in youth unemployment, we face even greater challenges which make our work even more critical. Never has it been more vital that young people are at the heart of this work – the generation most affected by this crisis must have a voice in the discussions that shape this country's response and rebuild.

THE ROLE AND PURPOSE OF THE FUTURE VOICES GROUP

The Role Profile

Job title:	Ambassador
Location:	Virtual during lockdown restrictions Location of any face to face meetings TBC (depending on changes in rules and guidance) England-wide only
Role duration:	1.5 years for the Ambassador role, with an additional 6 months of mentoring the next cohort of Ambassadors
Monthly commitment	Minimum of 10 hours a month commitment (roughly 2-3 hours per week, although this may vary from week to week) Option to extend and add to this depending on work requirements and your capacity
Salary	Paid a fixed rate for minimum monthly engagement at a London Living Wage rate across the country
No. of roles available:	11

The Purpose of the Future Voices Group

The Future Voices Group will be required to:

- Advise on and feed into what we want to achieve on youth employment (our vision and strategy), the ways in which we do this (the things we fund, the research we gather and the influence we have), how we communicate with our different audiences (our communications and marketing approach) and who we work with to achieve the change we want to see (our partnerships)
- Work with the staff team and Board of Directors to provide valuable insights from their own life experiences
- To input into our other advisory groups and panels, and any other policy and influencing groups we bring together. Members will have the ability to be involved in one additional advisory group or panel from the following:
 - » **Grant Funding panel** (this panel decides what we fund)
 - » **Evaluation Expert Advisory Group** (this group advises on what we learn from what we fund and other research we conduct)
 - » **Youth Employment Group** (this is a large group we helped to set up with many different organisations who work together to achieve changes in policy on youth employment)
 - » ...and **any other groups** we might put together such as one with different employers
- Help to drive, shape and curate our Future Voices Digital initiative, and become active contributors to it
- Be champions of and ambassadors to the Youth Futures Foundation, helping to raise the profile of our mission and work to engage in discussions with a range of different people including policy makers, media, employers, and practitioners
- Seek out opportunities to represent Youth Futures Foundation at youth and other country-wide or regional events and initiatives



WHO ARE WE LOOKING FOR?

We are looking for a diverse group who are representative of the range of backgrounds and experiences that we know are more likely to result in greater barriers to accessing work.

To apply, you must fit the following criteria:

- **Aged between 16 and 24 years**
- **Live in England**
- **Have direct or indirect experience of facing barriers to gaining meaningful employment. Some examples of this are:**
 - » Being of ethnic minority heritage - particularly Pakistani; Bangladeshi; Black; Mixed; or Gypsy, Roma or Traveller
 - » Being a refugee or asylum seeker
 - » Having a special educational need, physical disability, or long-term health condition
 - » Mental health issues that may make it hard to look for, start and maintain work
 - » Not being in employment, education, or training for three months or more
 - » Having committed a criminal offence
 - » Being (or have been) in the care system
 - » Growing up or living in a low-income household
 - » Being a parent
 - » Having a caring responsibility
 - » Growing up in a single parent family
 - » Homelessness or inadequate housing (e.g. living temporarily in a shelter, B&B or 'sofa-surfing' with friends/ family)
 - » Being excluded from school
 - » Attending a Pupil Referral Unit or Alternative Provision
 - » Living in a rural/isolated place where there are fewer opportunities for young people
 - » Experiences with substance and/or alcohol abuse

We are also looking to ensure that the group is representative geographically across England, and will be aiming to appoint at least one young person from each of the following regions:

- North East
- North West



- Yorkshire and Humber
- East Midlands
- West Midlands
- East of England
- Greater London
- South East
- South West

SKILLS AND ATTRIBUTES

- Able to bring your experiences and insights to the role to support our mission
- Personable and have good communication skills
- Willing to bring new ideas and perspective to our work and different advisory groups
- Have good listening skills
- Able to work as part of a team
- Able to be an effective ambassador and influencer or be willing to develop these skills
- Able to dedicate the necessary time to the role
- Passionate about achieving large-scale transformation for young people from less represented backgrounds and their employment prospects

WHAT ARE THE BENEFITS?

The offer for members of the FVG is:

- Initial and ongoing support, training and development
- Input into key parts of our work and help to shape decisions around what and how we fund, what we learn and who we influence to achieve change
- Development of key skills related to leadership, communication, and critical thinking
- Develop communication and marketing skills, for example speaking or blogging/vlogging on behalf of the organisation
- Building a close network of other enthusiastic and committed young people
- Meaningful opportunities to genuinely support and shape the development of an ambitious mission aiming to deliver lasting change in youth employment

- Opportunities to learn about and visit youth projects on the ground and attend policy and advocacy meetings across the country with important decision-makers
- Meet with, learn from, and influence large and small employers and other partners around the country
- Paid for your time and any additional appropriate expenses (e.g. travel for meetings)

WHAT SUPPORT WILL YOU GET?

We know that this may be the first time you have ever considered applying to join an advisory group of this type. But that's ok! We're not looking for people who are already the 'full package' – our priority is to work with young people with relevant experiences and fire in their bellies to achieve lasting change. We will put in place several steps to support you with the process throughout your membership, including (but not limited to):

- A full induction and 'onboarding' process (which means to help get you onboard with the role and its requirements)
- Ongoing training and support to ensure you feel equipped in carrying out the role
- Mentoring and shadowing opportunities
- Providing links and networks with other young ambassadors and groups/ individuals across the sector

Youth Futures and the British Youth Council will aim to provide you with the resources, support and tools you need to complete the role.

If you have other time commitments (e.g. a job, studies), we will work with you to ensure you have enough time to commit to this role.

We will also cover any other reasonable expenses in addition to travel such as childcare costs.

MEETINGS

Formal meetings will be held every three months from the New Year (2021), and in between these meetings you will be expected to attend informal induction, training and development meetings as required.

We will gather all new members together in early-mid December (2020) for a virtual social event/ team building. The date for this is yet to be confirmed.



Given current restrictions around COVID-19 and social distancing measures, we anticipate that meetings will initially happen virtually. However, we will continue to monitor the situation and will seek to hold in-person meetings if, and when, it is safe to do so.

OTHER IMPORTANT INFORMATION

Background Checks

All group members aged 18 and over will be subject to background checks including a 'Disclosure and Barring Service' (DBS) check.

What is a DBS check?

A DBS check is a process to see whether someone has a criminal record that may prevent them from taking up their role. We do this in line with our Safeguarding policy, which sets out how we will ensure that all staff and young people we work with are protected from harm.

Can I apply if I have a criminal record?

Yes! You are eligible to apply if you have a criminal record, but if anything comes up on the DBS check we will talk to you more to understand the nature of your criminal record to assess whether it would discount you from being a member of the FVG. Anyone that has 'spent convictions' is eligible to apply (according to the Rehabilitation of Offenders Act 1974, these are convictions that have reached a set period of time and are no longer listed on a person's record).



GUIDANCE ON APPLYING

As part of this recruitment process, you will be required to answer a series of questions and submit your responses via a digital platform called Typeform.



Please note:

Typeform does not allow you to save answers as you progress (i.e. you can't start it and return back to it at a later date), so please make sure you are ready before you apply.

Before you click the link to apply and submit your application, you will need to have prepared your answers to the four questions below.

Please read through the guidance outlined here and prepare your answers in your chosen format before you apply using the link below.

Completing your application via the Typeform link

The application link will first ask you a series of questions about you and your background. These questions will not be assessed or scored – they will just help us to understand a bit more about you.

After this, you will be asked to submit responses to four questions about why you want to join the Future Voices Group, your views on youth employment and what you're passionate about. These questions will be assessed and scored.

You need to submit your responses for these four questions using **any of the two options below** (you can submit all of your response using one option or do a mix – e.g. some written and some via voice recording – whatever you would prefer):

1. **Written responses**

You can write your responses into a word document/ notes app (or something similar) and then copy and paste it into the corresponding question in Typeform. Each response to each question must **not exceed 250 words**.

2. Video or voice recording submissions

If you are submitting your responses via an audio or video recording, please follow these instructions:

- Each individual recording should be 1-2 minutes (and no longer than 2 minutes)
- Speak carefully and clearly when answering each question
- Record your answer to each question separately
- Upload each answer onto Typeform for the relevant question
- If your file is over 10MB you can also use [WeTransfer](#) to send your recording (2 minutes max) to youthvoice@youthfuturesfoundation.org.
 - » Please name each recording with your full name and the question number, for example 'Cassian Smith – Question 1'
 - » You will still need to submit your application on Typeform for it to be assessed.

QUESTIONS

You will be required to answer these four questions as part of your application. These questions will be scored by the team at Youth Futures Foundation with the support of the British Youth Council's Youth Engagement Team.

1. **Why do you want to join the Future Voices Group?**
2. **Why do you think that some young people find it harder to find meaningful work, compared to others? What issues do you think they face?**
3. **If you could wave a magic wand and change one thing to make it easier for young people from particular backgrounds to find good quality work, what would it be and why?**
4. **Please can you tell us about an accomplishment or an achievement that you are most proud of, and why?** *This can be anything from your personal life, education, or work/ voluntary experience.*

I'M READY TO APPLY

If you're ready to apply, great!

Please click the link [here](#)

Need Help?

If you have any questions about applying, please email us at youthvoice@youthfuturesfoundation.org



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