

## Bright Green Future Alumni Mentor Role & Responsibilities

Bright Green Future (BGF) is recruiting two friendly Alumni Mentors for cohort 12. This role is only open to people who have already graduated from the BGF programme.

Mentors support BGF staff running the programme, act as a source of encouragement for students, and can be a “bridge” communicating between staff and students. Mentors will support the staff team in online webinars and at the Residential in April 2025. Mentors will mentor students researching their local projects, and support them doing group work on Residential. Mentors sit on the Youth Advisory Board and feed back to Board members about their experience. Mentors also have opportunity to run the BGF Instagram account during Residential.

We are looking for Mentors who are 18 or older, with some experience facilitating or mentoring groups of young people in-person or online. This could include volunteering with a school club or sports team. The Mentors will work closely with BGF staff and the Youth Advisory Board to ensure students are getting the most out of BGF, and will shape the programme and Mentor role for future cohorts.

This is a 4-month part-time position from **mid-January to April 2025**, paid at the [UK living wage](#). The role is primarily home-based, plus five days in-person for the April Residential in Shrewsbury. All travel expenses will be paid for by BGF. Mentors are likely to work online 4 to 8 hours per month and 40 hours during Residential.

### Alumni Mentors will:

- Communicate the needs and concerns of students to the BGF staff team, and work collaboratively with BGF staff.
- Co-facilitate workshops and break-out sessions online and at the Residential, supported by BGF staff.
- Mentor a small group of students on their projects and email students between meetings.
- Share their career and educational experiences and reflections with students, and be a source of encouragement for students.
- Give constructive feedback to staff and the Youth Advisory Board which develops and improves the programme and the Mentor role.
- Be aligned with BGF’s values and mission and help the programme in delivering its goals.
- Be approachable and adept at building rapport with students.
- Be committed to safeguarding and protecting young people through robust practices and policies.

### In this role, you will:

- Be managed by Kate Elliott-Rudder, Bright Green Future staff.

- Work closely with immediate colleagues in the BGF staff team, and have personal contact with BGF students.
- Attend Zoom webinars from 5pm to 8pm on the following 2025 dates:  
12<sup>th</sup> February  
26<sup>th</sup> February  
12<sup>th</sup> March  
26<sup>th</sup> March
- Spend about 4-8 hours per month on webinars, meeting with BGF staff online and preparing for your small group breakout discussion.
- Attend the Residential in Shrewsbury 12<sup>th</sup> to 17<sup>th</sup> April 2025 (travel costs will be reimbursed).
- Sit on the Youth Advisory Board for their January and April meetings.
- Be paid quarterly at the living wage. Alumni Mentors will be contracted staff of the Centre for Sustainable Energy.
- Learn the inside workings of a charity-run youth empowerment programme, with potential opportunities for supporting other Centre for Sustainable Energy projects.
- Develop skills in team work, personal organization, youth work, leadership, collaboration, facilitation, events planning.
- Undergo a Disclosure and Barring Service check (DBS) and Level 1 Safeguarding training.

#### **General responsibilities as Centre for Sustainable Energy staff member:**

- Adhere to the Centre for Sustainable Energy's policies and procedures.
- Communicate clearly and confidently using appropriate language and tone for working with young people.
- Be responsible for your own health and safety and that of your colleagues in accordance with Health and Safety legislation and CSE policies and procedures.
- Always maintain appropriate confidentiality in accordance with relevant policies and procedures. Any other duties as directed and agreed with line manager.

**Applications close 12pm (midday) Thursday 31<sup>st</sup> October.**

**Applicants will notified of outcomes by Thursday 7<sup>th</sup> November.**

Not sure if you're qualified enough? If you meet at least half the requirements for the position, we want to hear from you! Please don't hesitate to reach out to us [bgf@cse.org.uk](mailto:bgf@cse.org.uk) with any questions about the role or application process. **There is no interview stage.**

*Bright Green Future aims to tackle the current underrepresentation of people of colour in careers with a positive environmental impact. Consequently, we follow a positive action recruitment policy, where protected characteristics may be used as a tie-breaker between candidates of equal merit (such as ethnicity, gender, disability, sexual orientation, nationality). It is voluntary for you to share your demographic details with us. If you don't want to share information please just select the option 'prefer not to say' in your application.*