

Young Associates – Role

About Forward Foundation

The Forward Foundation's mission is to support young people with tough lives to secure a fulfilling and productive livelihood and improve their life chances. As a foundation we do three things:

1. We give funding to organisations doing extraordinary things to support young people.
2. We help them do even more by supplying them with digital (and other) expertise.
3. We bring people together to develop transformative solutions for young people.

One of the Foundation's values is "Youthful". This means that in order to achieve our mission, we need to involve young people throughout our work, ensuring that their voice is heard and helps to guide all that we do.

The Forward Foundation aims to involve young people in order to:

- Improve the Foundation's understanding of the causes preventing young people from securing a productive livelihood and the solutions to overcoming these
- Improve the way we support young people, including the Foundation's grant making process and its selection of organisations and projects that the Foundation funds

In order to achieve these aims the Forward Foundation is looking to recruit **5** Young Associates between the ages of **16 – 25** to carry out the voluntary role outlined below.

Purpose

The purpose of a Young Associate is to enrich the work of the Forward Foundation by providing a young person's perspective.

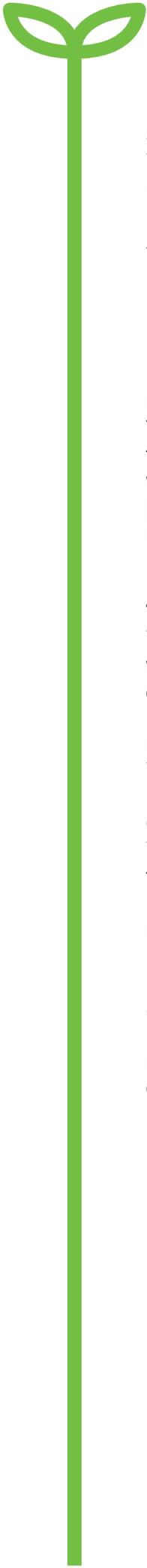
Accountable to

Programme Manager at the Forward Foundation

Key Responsibilities

Young Associates will be supported in performing the following two core roles:

1. *Improving the Forward's grant making*
 - To suggest and analyse what types of organisations and focuses would be most impactful on young people today, based on the challenges they face
 - To review shortlisted charities' proposals and offer recommendations to the Foundation. Feedback will be captured and presented to our Board of Trustees
 - To identify and propose projects/organisations for the Foundation to partner with
 - To visit the work of partners and potential partners to review and make recommendations to the Foundation
2. *Advise the Forward Foundation*
 - To provide advice to the Forward Foundation Trustees and members of staff on issues relating to young people
 - To help organise and take part in focus groups, tackling key issues



Skills and Experience

Young Associates are not required to have any formal qualifications or work experience, but need to be passionate about issues relating to youth and have a desire to make a difference.

Alongside this, Associates should have:

- The ability to analyse information and the confidence to offer an opinion
- Open mindedness
- Good communications skills
- Access to young people and the ability to engage young people
- Time management skills
- Good listening skills

Development for Associates

Through this opportunity Young Associates will have the chance to develop their leadership, by taking on specific pieces of work for the Foundation; as well as developing soft skills involved with working with and influencing people. All Associates will have the opportunity to work as part of an innovative and youthful foundation, with the chance to influence real decisions that impact young people. References can be provided at the end of the Associates' time with the Foundation.

Time Commitment

Young Associates will need to commit on average half a day every two months for 12 months, which will be spent attending group meetings and working on projects. This can vary depending on the type of project Associates are working on.

Expenses

Young Associates can claim for reasonable expenses incurred as part of their role.

Confidentiality

Young Associates may have access to confidential information and are expected to ensure that the highest level of confidentiality is maintained at all times.

How to Apply

Please complete the application form (<http://bit.ly/RqxPKk>) by 5pm Friday 16 May 2014

Successful applicants must be available for an interview on Wednesday 21 May 2014.

If you have any questions regarding the role or want to have an informal chat, please contact Anna Chojnicka on 020 3021 0630.