



Youth Function Contract Outline

The Youth Function is integral to Our Bright Future and ensures that young people are central to projects, the programme and the overall portfolio. Youth engagement throughout Our Bright Future will reflect a double benefit ethos, in terms of personal development, leadership experience, empowerment and employability skills, along with the impact young people will have on portfolio outcomes through their key role in the programme delivery, governance structure and creation of a long-lasting legacy.

The Youth Function Coordination organisation will be required to deliver the Youth Function, which is made up of four key areas:

1. Youth Forum

This is an informal forum of young people aged between 11 and 24, one or two from each project in the portfolio, who will come together to share good practice and learning across the portfolio. They will help inform the Steering Group and programme team on progress across all projects from a young person's perspective and involvement. This group does not hold any governance responsibilities. The Forum meets face-to-face once per year and stays in touch during the year through its closed Facebook group. The young people on the Steering Group and Evaluation Panel are actively involved in this activity.

Youth Function Coordination responsibilities:

-) Annual recruitment of new members of the Forum from each of the 31 projects. Responsible for updating the application forms to ensure that they are in line with current best practice in regard to young people and GDPR / safeguarding
-) Organisation and attendance at the annual face-to-face meeting of the Youth Forum in conjunction with the programme team. This includes venue and travel booking for Youth Forum members
-) Managing the Youth Forum Facebook group
-) Ensuring that the project leads are fully aware of the Youth Forum activity and performance of their representatives through regular update calls and uploading of information to the Green Room¹

2. Youth members on the Steering Group and Evaluation Panel

The Steering Group will have at least three young people as members and the Evaluation Panel will have at least two young people as members. These young people will be aged between 16 and 21 at the point of recruitment and will be members of the respective group for three years. As with all members, they will be trained and supported in this role.

Youth Function Coordination responsibilities:

-) Organising travel for the youth representatives to attend quarterly meetings

¹ Our Bright Future's online community



-) Providing training and support (as required) to youth members ahead of and during meetings
-) Recruitment of new youth members when current youth member terms end
-) Responsible for updating the application forms to ensure that they are in line with current best practice in regard to young people and GDPR / safeguarding

3. Guidance of good practice of youth involvement on projects

Working alongside the Share Learn Improve Coordinator, you will support Share Learn Improve (SLI) activities related to youth involvement and advise how SLI activities could further embed and empower young people. This may include the creation and/or review of good practice guides and/or hosting of webinars.

4. Policy and Campaigns

Working alongside the Policy and Campaigns Manager, the coordinator will support advocacy and campaigning activities and advise how these could further embed and empower young people. This includes organising travel for the youth representatives to attend key advocacy events (e.g. parliamentary reception and visit to Welsh government), supporting the delivery of workshops and activities and helping share opportunities with the youth representatives.

Youth Function Coordination responsibilities:

-) Organising travel for members of the Youth Forum to attend Our Bright Future events, in conjunction with the SLI Coordinator and Policy and Campaigns Manager
-) The creation and review of good practice guides and/or hosting of webinars, in conjunction with the SLI Coordinator
-) Hosting webinars/helping delivery of workshops focussed on policy and advocacy

Environmental awareness

Our Bright Future is a youth and environmental programme. Therefore, the contractor must be environmentally conscious when planning events and travel.

Youth Function Coordination reporting and additional requirements

-) Regular team catch up meetings by telephone
-) Monthly update call with Programme Manager
-) Quarterly update paper on activity, produced for the Steering Group meeting
-) Addressing any youth function issues raised in projects' quarterly reports
-) Annual review and update of the Youth Function strategy document
-) Attendance at annual all-project seminar
-) Attendance at Our Bright Future Steering Group, which meets on a quarterly basis
-) Attendance at the CEO advocacy advisory group, which meets face to face at least once per year



Contract

The contract to manage the Youth Function Coordination will run from January 2019 to December 2021 and the maximum budget for this contract is £99,000.

Application process and deadlines

Please complete the application form and provide the additional requested information. The deadline for submission of this application form is **3 February 2019**.

You will be informed by 8 February 2019 whether you have been shortlisted for a panel interview. If you are shortlisted, panel interviews are scheduled for 14 and 15 February 2019.

Interview

The interview panel will consist of representatives from the Our Bright Future programme, Steering Group and the Big Lottery Fund.

You will be asked to give a presentation lasting no more than 20 minutes.

Your presentation should clearly explain your vision for managing the Youth Function contract, including relevant experience, any challenges and how you would overcome them.

A maximum of four members from the proposed management and delivery team may attend the interview. The interview may last up to 1 hour. The question and answer session will be used to supplement the presentation and written application and clarify any issues arising out of the application.



Our Bright Future Youth Function Contract Application Questions

Organisational experience

1	<p>Please outline your organisation's experience of:</p> <ul style="list-style-type: none"> a. delivering youth-led activities b. working with young people aged between 11 and 24 c. delivering training and support to young people d. using creative recruitment and communication methods to engage young people from different backgrounds and age groups <p>(Maximum 1,000 words)</p>
2	<p>UK reach: please outline your experience of working on a UK-wide level and your understanding of the different political and social landscapes in each of the four countries</p> <p>(Maximum 400 words)</p>
3	<p>Diversity and inclusion: please outline your experience with or plans to, involve and engage young people who may not normally have the opportunity to engage in environmental and/or Youth Forum activities</p> <p>(Maximum 400 words)</p>

Contract management

4	<p>How will you manage this contract? Please include management structure and responsibilities for the four key areas listed in the Youth Function Contract Outline document</p> <p>(Maximum 1,000 words)</p>
5	<p>Please provide an overview of how the Youth Function budget would be spent</p> <p>(Maximum 400 words)</p>
5	<p>Please outline any creative alternative methods of delivery for the Youth Function and additional activity that you would undertake as part of this contract?</p> <p>(Maximum 400 words)</p>
6	<p>How would you communicate widely to members of the Youth Forum, young people within the Our Bright Future projects and beyond to the wider sector? This may include online communications channels.</p> <p>(Maximum 200 words)</p>
7	<p>Please explain why you are passionate about delivering this function</p> <p>(Maximum 200 words)</p>



Supporting information to be supplied with your application

8	Please provide a specific case study or example of how your organisation has worked to empower a young person to make change or take on a new role
9	Please provide two references from young people who are able to share their experience of working with your organisation
10	Please provide copies of your safeguarding, data use and any other policies which reflect your organisation's approach and understanding of working with young people
11	Please provide a copy of your latest audited accounts and give a summary of your organisation's financial health

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Youth Function Contract Our Bright Future Background Information

Our Bright Future is an ambitious and innovative partnership led by The Wildlife Trusts which brings together the youth and environmental sectors. This £33 million programme funded by the National Lottery through the Big Lottery Fund is formed of 31 projects across the UK. Each of the 31 projects in the Our Bright Future portfolio is managed and run by different specialist agencies or organisations. Each project is helping young people aged 11-24 gain vital skills and experience and improve their wellbeing. At the same time, they act as catalysts for delivering change for their local environment and community; whilst contributing to a greener economy.

The projects are hugely diverse and address multiple issues and challenges faced by young people. There is one theme that brings all the projects together: the focus on young people and the environment. Young people are developing knowledge, skills, resilience and confidence to increase their employability and wellbeing. At the same time, young people are supported so that they have influence in shaping their local environment. Our Bright Future is ambitious, and we are excited about what we can achieve together.

Our Bright Future is run by a partnership of organisations which is led by The Wildlife Trusts. The partnership has more than 40 years of combined experience in managing social and environmental grant programmes totalling nearly £300 million. It has a proven track record of empowering young people. Our partner organisations are the Centre for Sustainable Energy, The Conservation Volunteers, Field Studies Council, Yorkshire Dales Millennium Trust, Friends of the Earth and UpRising.

Representatives from each of these organisations, along with three young people make up the Our Bright Future Steering Group. The Steering Group is the primary leadership group for Our Bright Future, with responsibility for supporting The Wildlife Trusts in delivering the objectives of Our Bright Future, maximising its impact and ensuring a lasting legacy at a UK level.

The Youth Forum is made up of young people from each of the 31 Our Bright Future projects. It gives young people the opportunity to gain life skills and improve their CV along with the chance to join the Our Bright Future Steering Group or Evaluation Panel. The campaign 'It's #OurBrightFuture and we're #OwningIt' was designed by the Youth Forum who meet up annually to steer the direction of the programme. It is a great opportunity for them to meet other likeminded young people from across the UK and discuss their campaign plans and ideas.



Timescales and key events

2019

Date	Milestone/event
02 February	Youth Forum meeting in Manchester
06 February	Steering Group meeting in London
26 February	Evaluation Panel meeting in Birmingham
February/March	Share Learn Improve spring workshops
05 March	Parliamentary event in Westminster
03 April	Evaluation Panel meeting
May	Steering Group youth representative recruitment (two representatives reach the end of their three-year term)
18 June	Steering Group meeting in Belfast
19 & 20 June	All-project seminar in Belfast and publication of evaluation mid-term report
21 August	Evaluation Panel meeting
September/October	Share Learn Improve autumn workshops
29 October	Steering Group meeting
19 November	Evaluation Panel meeting

Five projects complete during 2019, leaving a total of 26 live projects at the end of the 2019

2020

Date	Milestone/event
January/February	Steering Group meeting
February	Youth Forum meeting
February	Evaluation Panel meeting
February/March	Share Learn Improve spring workshops
March	Parliamentary event in devolved country
May	Evaluation Panel meeting
May	Steering Group meeting
May	Evaluation Panel youth representative recruitment (one representative reaches maximum age)
June	All-project seminar in the Midlands
July	Steering Group youth representative recruitment (one representative reaches the end of their three-year term)
July/August	Steering Group meeting
August	Evaluation Panel meeting
September/October	Share Learn Improve autumn workshops
October	Steering Group meeting
November	Evaluation Panel meeting

20 projects complete during 2019, leaving a total of 6 live projects at the end of the 2020



2021

Date	Milestone/event
January/February	Steering Group meeting
February	Evaluation Panel meeting
March	Parliamentary event in devolved country
May	Evaluation Panel meeting
May	Steering Group meeting
June	All project activity complete and final reports submitted
July/August	Steering Group meeting
August	Evaluation Panel meeting
October	Steering Group meeting
November	Evaluation Panel meeting
December	Draft evaluation final report due (to be reviewed and published in 2022)