



## ZSL Youth Advisory Board Member – Role Description

Job type	Voluntary Position	Location	London Zoo, Regent's Park
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• Members sit on the board two years and can choose to remain for two further years if under 25 (maximum term on the board is 4 yrs).</li> <li>• Members can leave the board at any time.</li> <li>• Members are asked to attend 6 meetings a year, preferably in person, though hybrid meetings are possible on occasion.</li> <li>• Meetings will last a half day (roughly 9:30am-1:30pm), with an optional team building activity taking place for 2hrs afterwards.</li> <li>• Meetings will take place alternately between weekdays during school holidays and Saturdays during term time.</li> <li>• There is no minimum number of meetings members must attend, but they are asked to contribute in another way if unable to attend.</li> <li>• Occasional project work asked of the team beyond these meetings, but participation will be voluntary for those who wish to get involved.</li> <li>• Members will receive up to £14.50 in travel expenses as well as lunch on meeting days.</li> </ul>		

### Responsibility for resources

<b>Direct line reports</b>	None	<b>Responsibility for other resources</b>	<b>Members will be asked to sign a confidentiality agreement given the nature of the business topics discussed</b>
<b>Financial resources</b>	<b>Budget is allocated to the board, though managed by staff members.</b>		

### Our vision and mission

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

### Purpose of the role

This year we're launching the ZSL Youth Advisory Board to help shape the future direction of the organisation. This group of 16–25-year-olds will be tasked with advising ZSL's Executive Committee on how they can best incorporate the needs and views of young people, to ensure young people are empowered and engaged with ZSL's vision. This work will focus on, but not be limited to, representing the needs and views of 11-25-year-olds.

The group will produce a ZSL youth engagement action plan each year, be consulted for their perspective on projects across the organisation and act as young ambassadors for ZSL at external events.

We welcome applications from all backgrounds and celebrate the value of having a team with diverse skills, experiences, and backgrounds. As such we actively encourage applications from disabled and ethnic minority candidates, as well as those from low-income households, as those demographics are currently under-represented across ZSL.

## Key responsibilities

- Contribute to discussions on the work of ZSL, providing your opinion and the perspectives of your peers, and feedback to staff from all levels of the organisation
- Devise a yearly ZSL youth engagement action plan, along with objectives, for the organisation and oversee the delivery of this
- Compose and agree a Code of Conduct for members
- Read relevant papers and complete preparatory work in advance of meetings and complete tasks assigned to you
- Participate in workshops, team building activities and networking events to ensure members sufficiently understand ZSL and the wider zoo and conservation sector, such that they can best work for the future of the organisation
- Act in the best interests of the charity, including maintaining confidentiality when handling sensitive information, and only using charity income for the purposes given by ZSL.

Members may also have the choice to be involved in:

- Organising and coordinating events at London Zoo and Whipsnade Zoo, including talks and tours
- Representing ZSL as a young ambassador at external events
- Conducting research in their community to gain perspectives on the work of ZSL
- Running training for staff members on how to work effectively with young people
- Writing copy for ZSL’s online communications (blogs, newsletters) and producing content for ZSL’s social media accounts
- As well as additional opportunities to be involved in your area of interest, be it conservation, research, marketing, communications and beyond.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

## Person Specification

<b>Essential specification</b>	<ul style="list-style-type: none"> <li>• 16–25-year-olds</li> <li>• Able to regularly attend meetings in Central London, some at short notice. There will be a daily cap on travel expenses at £14.50.</li> </ul>
<b>Anticipated skills and experience that members will bring:</b>	<ul style="list-style-type: none"> <li>• Good communication skills – active listeners, able to express themselves clearly to people of different levels.</li> <li>• Confidence in their perspectives and knowledge of how to express these while respecting others differing opinions</li> <li>• Ability to work well in a team, identifying their strengths.</li> </ul>

	<ul style="list-style-type: none"> <li>• Innovative and creative approach to problem solving</li> <li>• Passion for the environment and a desire to help nature thrive</li> <li>• Understanding of the importance of youth involvement in decision making, particularly in the conservation sector.</li> <li>• Appreciation of the importance of diversity and inclusion, particularly within the world of wildlife conservation</li> <li>• Willingness to develop in any of the above they are currently lacking</li> </ul> <p>Members will have the opportunity to develop all of the above throughout their time on the board.</p>
<p><b>Skills and experience volunteer will gain:</b></p>	<ul style="list-style-type: none"> <li>• The opportunity to be involved in an international conservation charity</li> <li>• A chance to be part of a team of diverse, friendly, like-minded people</li> <li>• Experience and an opportunity to learn new skills: <ul style="list-style-type: none"> <li>○ Experience taking part in organisational governance</li> <li>○ Communicating with people at many levels of the organisation</li> <li>○ Leadership skills</li> <li>○ Project management skills</li> <li>○ Time management skills</li> </ul> </li> <li>• CV and careers advice</li> <li>• Eligibility for student fellowship during your time on the board</li> <li>• The opportunity to attend ZSL events</li> </ul>
<p><b>Examples of training provided</b></p>	<ul style="list-style-type: none"> <li>• Governance and ‘How to Sit on an Advisory Board’ training</li> <li>• Introduction to Youth Participation</li> <li>• Full induction into ZSL <ul style="list-style-type: none"> <li>○ Organisational history</li> <li>○ Role of zoos in conservation</li> <li>○ Introductions to the work of different departments across the organisation</li> </ul> </li> <li>• Research evaluation training</li> <li>• Networking opportunities with other UK Youth Boards.</li> <li>• Ongoing training throughout your time on the board</li> </ul>

**Please note:** You don't need to have a background in zoology or conservation or know a lot about zoos to be on our board. We are looking for young people with a wide variety of interests and skills. The most important thing is being enthusiastic about working with staff from across ZSL, as well as other likeminded individuals on the Board, to influence the work of our organisation.