

Life Skills Education Charity:

Application Guidance Notes

Please read carefully before filling in your application form.

1. What is the Life Skills Youth Advisory Board (YAB)?

The YAB allows young people to get involved in the evaluation, research and development of the largest education prevention programmes in the country. It will enable young people to play an important role in the implementation of our Impact Evaluation Strategy, gathering the views and opinions of other young people about the work that we do, as well as helping us focus on new and emerging threats as young people see them. This is a very important role because it helps the charity to make better decisions to meet the needs of young people.

2. Who can join the Life Skills YAB?

This year, we are looking for participants aged 14-16 years. In total, we are seeking to recruit up to 8 young people. We are looking for people who are team players and willing to get involved with all the activities of the YAB. We are also very keen to ensure that the YAB is made up of a diverse group of young people who broadly reflect the makeup of the local population, including those who may have been through a DARE or DAaRT Programme.

3. If I join, what will I have to do?

- **Take part in bi-annual board meetings:** You will participate in 2 YAB meetings each year. At these events, the members of the YAB will come together to discuss and set objectives for the next 6 months. In these meetings, you will learn new skills and develop creative ideas for workshops with young people in your communities. You will also reflect on and review the progress of the project.
- **Gather the views of other young people:** You will be given support to carry out peer research with other young people in schools, sports clubs, and community youth groups. Peer research means that young people are involved in carrying out research with other young people. As a peer researcher you will help with developing the questions for the research, carrying out interviews with young people, and feeding back the results of the research. As a rough guide, we would expect each member to carry out 3 days of peer research per year; 1 per term.

- **Research findings from workshops and feedback:** You will have the opportunity to work on research projects from your findings at focus group workshops. This will include presenting your thoughts and findings to the main trustee board and management team of the charity (don't worry, we will fully support your efforts to make sure that you shine!). You will work with the charity on their social media posts to let the community know what you are doing.
- **Plan consultation events:** You will work in a team to design and plan consultation events to engage other young people in conversations about emerging threats.
- **Work with the charity team to help us better understand the work that we are doing:** You will contribute towards the analysis of information gathered from young people in focus groups and present your conclusions and recommendations to the main board, CEO and Training and Development Manager.
- **Help to promote the work of the charity and its fundraising events:** You will have the opportunity to promote the work that the YAB and charity are doing at special events and amongst partner organisations that we work with.

4. What will I get from being part of the Youth Commission?

- **Be part of the conversation:** You will get to meet a wide range of people at other partner agencies, speak at YAB events and help them all understand what challenges young people in your area are facing.
- **Develop your skills and experience:** You will gain valuable skills and experience, which you will be able to use for your CV or applications to Further or Higher Education.
- **Become ambassadors for other young people:** You will give a voice to young people in your area by helping them to get their views heard.
- **Meet new people:** You will meet a diverse range of other young people and work alongside professionals from different organisations.

5. Making an application

- We have tried to keep this as simple as possible. Please complete the monitoring questions on the form provided near the bottom of this page <https://link.lsec.uk/yab-application> and upload a word or PDF document, of no more than 2 pages, about why you would like to be a member of the Life Skills Youth Board. You should include things like:
 - Tell us about you, your interests, personality and studies. Did you do DARE or a DAaRT Programme; what did you think?
 - Why you want to join Life Skills, take a look at our website, what interests you about our work?
 - Why do you want to join the YAB? How do you plan on fitting the role in with your other commitments?
 - What skills, interests and experiences do you have that would be useful for the role? What skills would you like to learn as part of the role?
- **Section 1:** if you are under 18 you must also fill out the section regarding your Parent/Guardian/Carer. They will also have to complete and sign a Consent Form to give their permission for you to participate.

6. Privacy

Your privacy is really important to us. By submitting an application to be on the Life Skills Youth Advisory Board, you are consenting to Life Skills Education Charity using your personal information to keep in touch with you over the course of the project. If your application is unsuccessful or you decide to withdraw your application, we will delete your personal data from our records. If you want to withdraw your consent at any time, you can contact the Data Protection Officer at stuart@lifskills-education.co.uk and if you would like to see our full Privacy Notice you can do so here:

7. What happens next?

Once we receive your application, we will carry out brief online interviews with a shortlist of applicants. All applicants will be informed by **March 1st 2024**, at the latest.