



## Youth Panel Position Description

**Title:** Youth-Led Solutions Youth Panel Member

**Term:** 12 Months

**Accountable to:** Project Coordination Team

**Background:** The EU Youth Empowerment Fund is a flagship of the EU's Youth Action Plan. It will provide direct financial support to youth-led initiatives around the world. Global in its reach but focused on local solutions, the EU Youth Empowerment Fund has been co-designed with young people to provide easier, youth-friendly access to finance. It is implemented via the Global Youth Mobilization, a grassroots movement of the Big Six Youth Organizations that invests in and empowers young people to lead solutions to the world's most pressing challenges. The Youth Empowerment Fund will focus on youth-led decision making and solutions related to the implementation of the UN Sustainable Development Goals at a local level, with a particular focus on environment, climate change and gender equality.

**Role of Youth Panel:** The role of the Youth Panels is as follows:

1. Review Youth-Led Solutions applications ahead of panel meetings against agreed criteria.
2. Discuss, debate, identify and recommend successful applications at Panel meetings with other Youth Panellists.
3. Contribute to the ongoing development of the Youth-led Solutions funding process, EU Youth Empowerment Fund (YEF) and Global Youth Mobilization (GYM) broader strategy.

Volunteer members will be expected to sign a Code of Conduct committing to abide by the principles and values of the project, act responsibly, prevent conflicts of interest and keep the discussions and information shared during the process confidential. Where relevant, Youth Panels will be supported by subject matter experts to help inform decisions and support the reviews. This will be developed and agreed on a case-by-case basis.

### Primary tasks:

- Attend initial and periodic update briefing meetings to be held virtually.
- Review allocated applications within agreed timeframe in the Youth-Led Solutions online platform (login details provided by Project Coordination Team), using predetermined review guidance to assess each application. Answer short questions to determine if the application should be taken to a Panel meeting for final approval.
- Attend virtual Panel meetings, to be held over three funding cycles approximately every three months, to finalise a list of funded applications.
- Contribute to the ongoing development of the Youth-led Solutions funding process and broader project strategy.
- Maintain regular communication with the Project Coordination Team relating to the Youth-Led Solutions
- Abide by the principles and values of the project, act responsibly and keep discussions and information shared during the process confidential.



- Be an advocate for the project.

#### **Resources, requirements, and commitment:**

- All members must be between 14 and 30 years old and from an eligible country (see application form for full list).
- Be able to review applications and join Panel meetings virtually every three months. Time commitments are approximately:
  - 6-8 hours in advance of each review meeting to review and comment on the applications
  - 6-8 hours of panel meetings and follow-up
  - Ad hoc support in terms of advice or recommendations for the wider project and other engagements where relevant
- Access to good, stable internet and an online device for application review and virtual meetings is required.
- Broad understanding of the Sustainable Development Goals and challenges faced by young people in their local communities.
- Previous experience of volunteering or working in their community on youth or other initiatives.
- Members must have a working knowledge of English, and fluency in Arabic, French, Spanish, Russian or other languages is considered an advantage but not a deciding point.
- Successful candidates will be required to complete due diligence checks upon appointment, sign a Code of Conduct, and participate in an induction and onboarding process on topics such as safeguarding and conflicts of interest.
- Young people in situations of vulnerability or from socio-economically disadvantaged backgrounds, youth that face challenges related to gender equality or young people with a disability are particularly encouraged to apply.

**Please note:** this role is undertaken on a voluntary basis with a standard honorarium per project cycle participated in. This honorarium is provided to remunerate the volunteer for their time and to support in covering costs incurred to the volunteer such as internet access.



## Senior Youth Panellist Position Description

**Title:** Youth-Led Solutions Senior Youth Panellist

**Term:** 12 Months

**Accountable to:** Project Coordination Team

**Background:** The EU Youth Empowerment Fund is a flagship of the EU's Youth Action Plan. Global in its reach but focused on local solutions, the EU Youth Empowerment Fund has been co-designed with young people to provide easier, youth-friendly access to finance. It is implemented via the Global Youth Mobilization, a grassroots movement of the Big Six Youth Organizations that invests in and empowers young people to lead solutions to the world's most pressing challenges. The Youth Empowerment Fund will focus on youth-led decision making and solutions related to the implementation of the UN Sustainable Development Goals (SDGs) at a local level, with a particular focus on environment, climate change and gender equality.

**Role of Senior Youth Panellist:** The role of the Senior Youth Panellist is as follows:

1. Support youth panellists in reviewing Youth-Led Solutions grant applications ahead of panel meetings against agreed criteria.
2. Facilitate and lead Youth Panel Meetings to discuss, debate, identify and recommend successful applications.
3. Provide meeting outcomes and panel feedback to the Project Coordination Team.
4. Coordinate the youth panellist team's contributions to the ongoing development of the Youth-led Solutions funding process, EU Youth Empowerment Fund (YEF) and Global Youth Mobilization (GYM) broader strategy.

Volunteer members will be expected to sign a Code of Conduct committing to abide by the principles and values of the project, act responsibly, prevent conflicts of interest and keep the discussions and information shared during the process confidential. Where relevant, Youth Panels will be supported by subject matter experts to help inform decisions and support the reviews. This will be developed and agreed on a case-by-case basis.

### Primary tasks:

- Attend and where required, assist in facilitating initial and periodic update briefing meetings to be held virtually.
- Supporting the panel to review allocated applications within agreed time frame in the Youth-Led Solutions online platform (login details provided by Project Coordination Team).
- Facilitate virtual Panel meetings, to be held over three funding cycles approximately every three months, to finalise a list of funded applications.
- Create a space that is inclusive of young people from a diversity of all backgrounds to ensure all young people feel they can participate to their fullest potential.
- Complete panel preparation and post meeting follow-up to ensure panel meetings are conducted effectively with all meeting outcomes and relevant feedback provided to the Project Coordination Team.



- Facilitate the contribution of the ongoing development of the Youth-led Solutions funding process and broader strategy.
- Lead on the regular communication with Project Coordination Team relating to the Youth-Led Solutions
- Abide by the principles and values of the project, act responsibly and keep discussions and information shared during the process confidential.
- Be an advocate for the project.

### Resources, requirements, and commitment:

- All members must be between 18 and 30 years old and from an eligible country (see application form for full list).
- Be able to convene and lead panel meetings to review applications. Time commitments are approximately:
  - 6-8 hours in advance of each review meeting to review and comment on the applications.
  - 6-8 hours of panel meetings and follow-up
  - 3-5 hours preparation and post panel meeting follow-up
  - Ad hoc support in terms of advice or recommendations for the wider project and other engagements where relevant
- Experience in a leadership or decision-making role (eg. Youth panel, advisory group, governance board or committee).
- Experience facilitating meetings and inclusive spaces for young people in a virtual environment.
- Access to good, stable internet for application review and virtual meetings is required.
- Broad understanding of the Sustainable Development Goals and challenges faced by young people in their local communities.
- Previous experience of volunteering or working in their community on youth or other initiatives.
- Members must have a working knowledge of English, and fluency in Arabic, French, Spanish, Russian or other languages is considered an advantage but not a deciding point.
- Successful candidates will be required to complete due diligence checks upon appointment, sign a Code of Conduct, and participate in an induction and onboarding process on topics such as safeguarding and conflicts of interest.
- Young people in situations of vulnerability or from socio-economically disadvantaged backgrounds, youth that face challenges related to gender equality or young people with a disability are particularly encouraged to apply.

**Please note:** this role is undertaken on a voluntary basis with a standard honorarium per project cycle participated in. This honorarium is provided to remunerate the volunteer for their time and to support in covering costs incurred to the volunteer such as internet access.