

Template

Examples of role descriptions for young people used at the WH&Y Commission

Role	Time commitment	Primary duties or responsibilities	Preferred attributes/ skills
Chair	2-4 hours a month	Be able to gather and communicate with everyone to make sure they attend meetings. Attending meetings. Works with the secretary to confirm the minutes and workshop notes. Run and attend the optional meetings. Support broader communications with young people	Able to gather people in a group. Excellent team player. Public speaking skills. Written and verbal communication skills.
Network Lead	1 day per month	Be the main point of contact for the group and Senior Researchers when it comes to partnerships. Communicate potential opportunities for collaboration amongst the young people and external parties. Reporting back to young people on partnerships with organisations. Help to develop partnerships with other organisations and youth networks.	Willingness to learn and actively participate. Written and verbal communication skills. Team player. Experience working with youth networks and/or organisations.
Communications & Social Media Officer	1 day per month	Work with the other Communications Officers to communicate about the project/program, topic and its findings and benefits .	Creative. Excellent communication skills. Skills with multiple mediums/online platforms.