

**NFNPA 687/24**

**NEW FOREST NATIONAL PARK AUTHORITY – 25 July 2024**

**Youth focussed work and the YouCAN (Youth for Climate and Nature) project**

**Report by:** Claire Pearce, Youth Development Officer  
Josh Taylor, Communications Assistant  
Hayley Quarrington, National Park Intern

**1 Summary of work completed by the Task and Finish group**

- 1.1 The Task and Finish group confirmed that the New Forest Youth Board would work across the New Forest area, alongside a range of partner organisations in a mutually beneficial relationship. The work of the board will be directed by the board and have benefits beyond a governance level, with youth voice enriching the work of all stakeholders.
- 1.2 The Task and Finish Group discussed and proposed options of how the Authority may engage with the Board and enable them to define and create their preferred processes and ways of working.
- 1.3 The Task and Finish Group wrote and developed a Terms of Reference for the New Forest Youth Board (NFYB) which includes information on who the Board is for and outlines what they will be involved in. The Terms of Reference developed by the Task and Finish Group can be seen in Annex 1.
- 1.4 Members are invited to work together with the Youth Board over the coming years. An informal members' day will be held later in the year. In addition, two members will be invited to attend the launch event for the Youth Board on Sunday 15 September, in order to initiate communication between the two groups, and this invitation will be sent by email to all members following the Authority meeting.

**Recommendation:**

**Members are asked to reaffirm their support for the Youth Board, and to note the report and next steps.**

**2 Strategic Role of the Youth Board**

- 2.1 The New Forest Youth Board (NFYB) is an advisory group that will enable youth voice to be heard and considered by decision-making groups on issues affecting the New Forest National Park. The Youth Board will be a platform to empower young people living in and around the National Park to help lead action on climate and nature and have a positive impact on young people and their communities.

- 2.2 The NFYB will consult on issues, work programmes, strategies, and other items that it agrees are relevant to the Board's aims or are brought to it by staff or Members of the New Forest National Park Authority (NFNPA) and partner organisations. The NFYB can request items to be brought to it and will be regularly informed of relevant issues and developments by the NFNPA and partner organisations. The NFYB can also work on specific projects which it agrees will further its development and the delivery of National Park partnerships, purposes and duties.
- 2.3 To help facilitate a wide range of youth voice within its work, the NFYB will consult with other young people aged 11 to 18 years old, in accordance with the NFNPA Safeguarding Policy. The NFYB will aim to use a range of engagement methods, both in person and online, to reach a diverse audience.

### **3 Engagement with Partner Organisations**

- 3.1 Partnership work is a key element of the New Forest Youth Board, including during the planning phase. The Task and Finish Group included a representative from the Freshwater Habitats Trust within the target age range and all partner organisations within the Youth for Climate and Nature (YouCAN) project group have been consulted throughout the process. The Board will initially be funded through the YouCAN project and as such will report through the YouCAN project board.
- 3.2 Dialogue with partner organisations will be actively sought throughout the work of the Youth Board. This could include, but not be limited to, The Commoners Defence Association, Forestry England, the New Forest Association, local councils, etc.
- 3.3 Opportunities to represent the board in other groups will be offered, and this could include but not limited to, the Consultative Panel, local council area boards, National Parks UK Youth Voice, and Europarc.

### **4. Next Steps to establish a Youth Board**

- 4.1 Recruitment for the Board was launched on Tuesday 4 June as part of IWill's Power of Youth Day. The opportunity for expressions of interest has been promoted through our social media channels and via targeted emails to youth work contacts in and around the New Forest Area.
- 4.2 To date, 10 young people have registered to be part of the Youth Board, and recruitment will continue until the maximum of 15 places are filled.
- 4.3 A launch event for the Board will take place as a residential over the weekend of 14 to 15 September at the Countryside Education Trust. During this event, the Board will have the opportunity to take part in a range of training, meet representatives from some of the organisations that they will be working with and come together as a group. As set out above, two Authority members will be invited to attend this event.
- 4.4 Members of the New Forest National Park Authority Education and Youth team are working with partner organisations to put together a menu of potential projects the Board may wish to work on and issues/plans to discuss and consult on.

- 4.5 More detail of the next steps will be given at an informal members' day to be held later in the year, and Members will have the opportunity to consider how they can work with the Youth Board going forwards.

## **Recommendation**

**Members are asked to reaffirm their support for the Youth Board and to note the report and next steps.**

### **Contact:**

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## **Annex 1 – Draft Terms of Reference for the New Forest Youth Board**

### **NEW FOREST NATIONAL PARK**

#### **Youth Board DRAFT Terms of Reference**

### **1 Purpose and Scope of the Youth Board**

1.1 The New Forest Youth Board (NFYB) is an advisory group that will enable youth voice to be heard and considered by decision-making groups on issues affecting the New Forest National Park. The Youth Board will be a platform to empower young people living in and around the National Park to help lead action on climate and nature and have a positive impact on young people and their communities.

1.2 The NFYB will consult on issues, work programmes, strategies, and other items that it agrees are relevant to the Board's aims or are brought to it by staff or Members of the New Forest National Park Authority (NFNPA) and partner organisations. The NFYB can request items to be brought to it and will be regularly informed of relevant issues and developments by the NFNPA and partner organisations. The NFYB can also work on specific projects which it agrees will further its development and the delivery of National Park partnerships, purposes and duties.

1.3 To help facilitate a wide range of youth voice within its work, the NFYB will consult with other young people aged 11 to 18 years old, in accordance with the NFNPA Safeguarding Policy. The NFYB will use a range of engagement methods, both in person and online, to reach a diverse audience.

### **2 Membership**

2.1 The NFYB will consist of a diverse group of between 5 to 15 young people between the ages of 16 and 30, with the intention of widening this to include 16 and 17-year-olds as work progresses. Over half the members must be present (in person or online) for the NFYB to make a decision.

2.2 The target demographic of the NFYB is young people who are passionate about national parks or have a strong connection to the New Forest, and/or a specific interest such as, but not limited to, commoning, conservation, wildlife, heritage, access, communications, climate change, planning, education and the rural economy.

2.3 The NFYB is open to young people living in the New Forest and surrounding areas, including Hampshire, Dorset and Wiltshire. Permanent residential location should not be a limiting factor to membership of the NFYB.

2.4 New members can be added at any time, by consensus of the NFYB, through an ongoing recruitment process to be defined by its members.

### **3 Roles & Responsibilities**

- 3.1 Roles and responsibilities will be identified and appointed by the NFYB upon commencement of the meetings, they could include, but not be limited to, a Chair and Vice Chair(s).
- 3.2 Length of terms for roles and appointment process will be established by the NFYB upon commencement of its meetings.
- 3.3 The NFYB will be supported by a member of the NFNPA's Education and Youth team to help facilitate its work and provide a contact point for additional expertise/supportive measures.

### **4 Meetings**

- 4.1 The NFYB will meet six times a year or at such other frequency as is deemed appropriate. Meetings will take place both in person and online to aid accessibility to members. Support to attend NFYB meetings is available through the YouCAN accessibility fund, via the NFNPA's Education and Youth Team.
- 4.2 The NFYB will agree meeting etiquette and formalities such as minutes/note taking during the commencement of their meetings.
- 4.3 Non-members are encouraged to attend meetings by agreement of the NFYB. The process for this will be decided by the Board.
- 4.4 NFYB Members will identify and agree behaviours to ensure that the values and principles of the NFYB are met and maintained throughout their work. This will take place at the first NFYB meeting.

### **5 Reporting**

- 5.1 At least one member of the NFYB will have the opportunity to attend the YouCAN Project Board meetings to represent and report back to the NFYB. Different Youth Board members can attend each time as long as the minimum requirement is met. This could continue throughout the duration of the YouCAN project, after which a new reporting process will be identified.
- 5.2 Feedback mechanisms will be developed and agreed between the NFYB, the NFNPA and partner organisations to support interactions between groups and allow for information to flow between them.

### **6. Amendments/modifications**

- 6.1 These Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the NFYB.

### **Annex/Appendix (if needed)**

This could include:

- Interactions with partner organisations etc.
- Members of the board
- Additional support/points of contact from NFNPA
- Reference documents
- Recruitment process
- Process for attendance of non-members

## **Annex 2 – Youth Board Information Pack**

# **Member Information pack**

## **Introduction**

The New Forest National Park Authority is looking for young adults aged 18 to 30 to join the New Forest Youth Board. Board members play a key role in shaping and influencing the care and future planning of the New Forest, working with a variety of partner organisations across the National Park. It is an exciting opportunity to help promote youth voice across the New Forest and make a difference to its future.

## **Why is having a Youth Board important for the New Forest?**

Young people are the future custodians of the New Forest, they are the generation that will be most impacted by decisions that are made today. The New Forest National Park Authority and partner organisations are committed to involving them and listening to their views on key New Forest issues.

We want to know your views on a range of issues impacting the New Forest, including, commoning, conservation, wildlife, heritage, access, communications, climate change, planning, education and the rural economy.

## **What is the New Forest Youth Board?**

The New Forest Youth Board promotes the work of youth voice across the New Forest, it helps advise and inform New Forest organisations on issues impacting the future of the National Park.

The New Forest Youth Board is a key element within the Youth for Climate and Nature (YouCAN) project, more information about the project can be found [here](#).

The Board meets every other month to discuss issues and work on projects brought to it by a partner organisation or raised by a board member. Meetings are a mixture of in person and online.

## Why should I apply to be a Youth Board member?

As a Board member, you will have the opportunity to:

- Meet and work with like-minded people
- Be a voice for young people across the New Forest on climate and nature
- Make a difference to the future of the New Forest
- Network with professionals working for a variety of New Forest organisations
- Gain valuable life skills and green leadership experience
- Enhance your CV and future employability

## Who are we looking for?

We are looking for young adults who are passionate about the New Forest and have a strong connection to the area and its natural environment.

We are looking to create a board from a range of backgrounds, interest, lived experience and connection to the New Forest. We encourage applications from all interested, eligible young adults.

## What skills and attributes do New Forest Youth Board members need?

We are looking for young adults who are:

- Connected to the New Forest, its nature and heritage
- Passionate about sustainability and addressing climate change
- Willing to share your thoughts and opinions within a small group
- Able to work in a team environment and respect other people's opinions
- Able to understand and share other people's opinions as well as your own
- Openminded and willing to learn

You don't need to know everything about the New Forest, the Board members as a group will provide a range of knowledge, experience, and skills. You will also be supported by specialists where appropriate.

You don't need to live within the National Park, we encourage applications from young adults living both in and around the New Forest area, there are no geographical restrictions. As long as you are able to attend meetings, we want to hear from you (reasonable expenses will be reimbursed).



## New Forest Youth Board members will ...

- Attend New Forest Youth Board meetings, and other meetings as agreed
- Share and discuss thoughts and opinions on matters raised to the Board
- Identify and work on projects for the benefit of climate, nature and communities in the New Forest area
- Work with other young people and represent their opinions and views to the Board and other groups
- Work with a range of New Forest organisations to represent youth voice
- Represent the Board at a range of events, which could include youth, national park or conservation-based events agreed by the Board
- Contribute to shaping the structure and work of the Board

You will need to commit approximately three hours a month to the New Forest Youth Board. If you choose to take on additional projects or opportunities, it may lead to an increase in time commitment. Meetings will be held both online and in person, more information can be found below.

All reasonable travel expenses will be reimbursed to Youth Board members. Additional support to enable engagement with the youth board is available through the YouCAN accessibility fund. For more information, please contact [education@newforestnpa.gov.uk](mailto:education@newforestnpa.gov.uk)

## What support will New Forest Youth Board members get?

Board members will be supported by individuals working within the New Forest National Park Authority Education and Youth Team. Any questions or queries about the Board should be sent to the Youth Development Officer at [education@newforestnpa.gov.uk](mailto:education@newforestnpa.gov.uk)

We will:

- Support you to actively participate in the New Forest Youth Board meetings and associated work
- Identify and arrange additional specialist support and expertise as required by opportunities presented to the board
- Support you both within and between board meetings to help you get the most out of the role

- Identify development opportunities for board members to progress their skills and/or knowledge connected to the work of the board
- Provide support at events attended by board members as required

## How to apply

If you are interested in becoming a Board member, please send us your expression of interest before **5pm on Monday 25 June 2024**.

Within your expression of interest, please make sure that you include your **name, age and contact details** so that we know who you are and can get in touch. We would like you to address the following three questions:

- How would you describe your connection to the New Forest?
- Why would you like to be on the New Forest Youth Board?
- What qualities and special interests would you bring to the role?

When putting your expression of interest together, remember the skills and attributes discussed above as we will use these when shortlisting candidates for the Board. Your expression of interest can be submitted in a variety of formats, including written, videos and voice recordings.

Once completed, your expression of interest should be uploaded via the link below. Please name the file with your **full name** and enter your **email address** into the comments section.

[Sumit your expression of Interest here](#)

## Data Monitoring

Once you have submitted your expression of interest, you will then need to complete our equal opportunities survey.

We are committed to Equal Opportunities in our work, this information will not be seen by the person who decides on the shortlist. Any information given will be treated in the strictest confidence.

[Equal opportunities survey](#)

## Want to know more or have some questions?

If you would like to find out a bit more about the New Forest Youth Board or have any questions, we will be hosting a virtual, group Q&A session on Wednesday 19 June, 7.30 - 8.30pm. You can submit questions in advance or during the session and anything discussed in this session will not be part of the selection process.

If you are unable to make this date, please contact Claire, Helen or Katie on [education@newforestnpa.gov.uk](mailto:education@newforestnpa.gov.uk) and we can answer any individual questions. You can also check out our webpage, where we are building a list of FAQ's.

## Recruitment timeline

Applications open	4 June 2024
Online Q & A session	Wednesday 19 June 2024, 7.30 – 8.30pm Please email <a href="mailto:education@newforestnpa.gov.uk">education@newforestnpa.gov.uk</a> to confirm attendance and receive the meeting link
Applications close	5pm, 24 June 2024
Selection dates	Group session: Wednesday 3 July 2024, 7 - 9 pm
Individual discussion (virtual)	4 – 10 July 2024, to be arranged at a mutually agreed time
Launch weekend	14 – 15 September 2024 at the Countryside Education Trust, Beaulieu

## What happens next? How will individuals for the Board be selected?

Once we have received all the expressions of interest, we will shortlist the information provided based on the skills and attributes listed earlier in the document. Shortlisted candidates will then be invited to both a group session, and an individual online discussion.

We understand that everyone is different and not everyone is an extrovert. The combination of a group and individual session will hopefully allow

everyone to express themselves in a way they feel comfortable with. The group session will provide the opportunity to work as a group to take on a challenge, and the individual discussion will allow us to get to know you a little better in a quieter environment.

Once we have met with everyone, we will make our final appointments to the youth board.

## How we will use your information

We need to collect, process and keep your personal information to enable us to facilitate the selection process. In accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018, during the selection process your personal information is stored securely and access to this information is limited to only those involved in the selection process. If your application is unsuccessful your information will be deleted within 6 months, in accordance with our retention schedule, however if you are offered and accept a role with the NPA your information will be transferred to and held for the duration of your role. Should you wish to find out more about your information rights and how we use your information please contact the Information and Data Protection Officer at [dpo@newforestnpa.gov.uk](mailto:dpo@newforestnpa.gov.uk). More information is available in our privacy policy and information policy on our website at [www.newforestnpa.gov.uk/privacyandcookies](http://www.newforestnpa.gov.uk/privacyandcookies).