



## **Part-time Young ACAN Administrator**

8 hours a week – 1<sup>st</sup> January – 31<sup>st</sup> December 2025

### **About Us**

Young ACAN is the youth group of ACAN (Alton Climate Action Network). It was established in 2021 with the aim of giving the young people in our community a voice for the planet and to empower them to take action. It supports a small but growing group of young people called Young ACAN Ambassadors as well as the very successful Young ACAN Schools' Partnership (YASP).

### **About the Role**

To enable us to grow and develop, we are seeking the support of an administrator who is passionate about supporting and educating young people about the climate and nature crisis. You will have a positive, can-do attitude and be creative and organised in your work. You will work independently, with regular support and direction from the Young ACAN Lead (who is an ACAN Trustee).

This is a part-time appointment for one year, funded by the National Lottery Community Fund, commencing on 1<sup>st</sup> January until 31<sup>st</sup> December 2025. You will work an average of 8 hours a week, but the hours will be flexible and varied depending on priorities at the time. You will be required to attend YASP meetings once every half-term on a Tuesday at 4pm. You will be largely based at home and a second-hand laptop can be provided if required.

## **Job Description**

- To support the growth and development of the Young ACAN Schools' Partnership (YASP), including attending YASP's half-termly meetings, producing the minutes and supporting the Young ACAN lead with follow-up action;
- To support the development of new Young ACAN projects, including applying for funding;
- To manage and monitor grant spending in conjunction with the Young ACAN Lead and ACAN Treasurer;
- To organise Young ACAN events in conjunction with the Young ACAN Lead;
- To promote Young ACAN events by creating and distributing promotional material;
- To liaise with venues for external events in conjunction with the Young ACAN Lead;
- To liaise with external organisations including other local community groups, businesses and local authorities about the work of YASP;
- To liaise with the Young ACAN Lead via regular monthly meetings and emails.

September 2024