



THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD

BARBADOS

NATIONAL YOUTH REPRESENTATIVE Role Profile

TERMS OF REFERENCE NATIONAL YOUTH REPRESENTATIVE

This document details the role of the National Youth Representative of The Duke of Edinburgh's International Award Barbados ("Award Barbados").

Location: Barbados

Salary: Volunteer – Unremunerated (approved expenses covered)

Role Summary

The National Youth Representative position is a three-year position for a Gold Award Holder between the ages of 19 and 28 years at the time of appointment, who is committed, professional and has a passion for developing policy and helping grow the Award in Barbados.

As a member of the National Award Council (the "Council"), it is expected that the National Youth Representative will bring a unique and inclusive perspective to the Council, having recently achieved their Gold Award. The candidate is expected to be actively involved in the Gold Award Holders and Alumni Association (GAHA) and, ideally, in a leadership capacity.

A key part of the role is to liaise with young people across the Award, identifying their opinions and communicating their feedback to the Council.

Appointment and Terms of Service

The National Youth Representative is appointed by the National Award Council, serving for a term of three years.

General Roles

- Ensure Award Barbados complies with its bylaws, relevant legislation and regulations as well as the license signed with The Duke of Edinburgh's International Award Foundation (IAF).
- Ensure the organization pursues its strategic objectives.
- Contribute actively to the Council's role in giving firm strategic direction to the organization, setting overall policy, defining goals, raising funds, agreeing budgets and evaluating performance against targets.
- Safeguard the good name and values of the Award, especially in relation to Participant welfare.
- Ensure the effective and efficient administration of the Award.

Specific Roles

- Work closely with the Award Office to continue stewardship of and engagement with Award alumni.
- Lead the raising of resources and opportunities (financial, human, social capital) from Award Holders to help grow the Award locally and regionally.
- Engage with Award Alumni to ascertain feedback on Award experiences to ensure development of new policies and procedures for the Award.

Core Values

Alignment with the core values of the Award in Barbados, including:

Responsibility, accountability and Integrity
 Teamwork and empowerment
 Social responsibility and outreach
 Voluntarism, transparency and equity

Competencies

Commitment – Strong passion for, and commitment to, the Award, our mission and values, the communities we serve, and for the Participants whose lives the Award enriches.

- **Vision** - The vision and intellect to grasp the strategic challenges and opportunities facing safeguarding within the Award.

Professionalism – Strong Ethics, integrity, resilience, optimism, and a well-developed sense of realism.

Planning and Organizing – Attention to detail and ability to plan work assignments

Teamwork – Ability to work effectively as a member of a team; sensitivity to cultural differences

Relationships –Excellent communication, negotiation and advocacy skills with the ability and presence to represent the Award in public, build effective relationships at all levels, and influence senior figures in government, business, and the media.

Leadership – Good, independent judgement, tact and diplomacy, and the ability to give clear, effective, sensitive and consistent leadership in safeguarding measures; Ability to take decisions for the good of the Award

Education and Background

- Willingness to develop professional knowledge and skills and inspire the same in others.
- A demonstrable knowledge and interest in the welfare and development of young people.

- Understanding the use of social media and digital engagement tools
- Understanding of charity governance responsibilities
- Must be willing to complete an Award Orientation and Basic Award Training within 3 months of appointment.
- Subject to the Award Code of Conduct and related Policies.
- Must be willing to be subject to formal vetting for criminal background or potential conflicts of interest

Skills and Abilities

- Ability to grasp the challenges and opportunities facing Award Barbados and its alumni and suggest innovative strategies and ideas to address and overcome these.
- Other skills that may be of interest to the Council at large

Experience

- Gold Award Holder (Silver Award Holders will be considered)
- Evidence of working as part of a governance board is desirable.
- Evidence of strong interest in the development of young people.
- Evidence of working with volunteers.

Resignation/Termination

- Member has reached the age of 31 years.
- Member is convicted of a criminal offence
- Member is not in good financial standing on the date of the AGM.
- Member becomes of unsound mind or perishes.
- Absence for more than three consecutive meetings without sufficient cause, subject to review by the Council.