



JOB DESCRIPTION – VOLUNTEER ROLE

Youth Panel Member

Key details

| Detail | Information |
|-----------------|--|
| Job title | Youth Panel Member |
| Responsible to | Micki Ruggins (Technical Education Officer, CIMSPA) |
| Responsible for | n/a |
| Commitment | <ul style="list-style-type: none">• Term is 2 years• Attendance at induction training• Preparation for panel meetings• Occasional attendance at CIMSPA meetings• Occasional attendance at CIMSPA events• The Panel will meet a minimum of 4 times per year (online or in-person) |
| Salary | Voluntary (reasonable expenses will be paid) |

How to apply

Apply at: <https://apply.workable.com/cimspa/>

Who to contact

Micki Ruggins

Technical Education Officer

youthpanel@cimspa.co.uk

People & Culture Team

peopleculture@cimspa.co.uk

Next steps

- The closing date for applications is at **4pm** on **Friday 27th February 2026**.
- We will shortlist all applicants within a week of the closing date and will be in touch regardless of the outcome.
- An online interview will be held in the week commencing **Monday 9th March 2026**.

An inclusive workplace

We believe in embracing difference and we are committed to building an inclusive and diverse workforce. We know that our diversity creates successful teams and delivers success, meaning all applicants will be treated fairly without regard to race, religion, sex, nationality, age, physical or mental disability, sexual orientation, marital status, gender identity and expression.

We operate an anonymous recruitment process ensuring a fully fair and non-biased procedure in our recruitment practices thus ensuring we have a high-performing team.

About CIMSPA

CIMSPA is the professional development body for the UK's sport and physical activity sector, committed to supporting, developing and enabling professionals and organisations to succeed and, as a result, inspire our nation to become more active.

Together we're developing a vibrant, UK-wide sport and physical activity sector, with the highest standards of service delivery.

Our vision

Shaping a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.

We are an ambitious organisation with a brilliant team who are very talented. We've a lot of work to do but we remain focused on the things that make us great - our people and our culture. We truly believe in giving all our team members a voice which is why we lead by listening.

No matter what your experience, role or level, you will be involved in strategy updates, sessions and discussion groups. It really is important that you have a say.



CIMSPA

About this role

Are you passionate about sport and physical activity? Do you want your voice, and the voice of young people, to genuinely influence the future of the sector?

The CIMSPA Youth Panel gives young people aged 16–26 the opportunity to shape the future workforce of sport and physical activity. As a Youth Panel Member, you'll help make sure the experiences, ideas and perspectives of young people are heard at the highest level and reflected in real decisions.

CIMSPA is the professional body for the UK's sport and physical activity sector. We support and develop the people and organisations that help the nation be more active, and we are committed to raising standards, opening up career opportunities and creating a sector where everyone can succeed.

As a Youth Panel Member, you'll work alongside other passionate young people to challenge, guide and influence CIMSPA's strategy, policies and programmes. You'll focus particularly on education, career pathways, training and youth employment, helping CIMSPA understand what really matters to young people entering or already working in the sector.

You don't need to be a professional athlete or have years of experience. We are looking for young people who care about sport and physical activity in any form. That might be through studying, volunteering, working in a leisure centre, coaching,

fitness, teaching, or simply taking part in sport or physical activity in your community.

This role is about speaking up, sharing ideas and being heard. You'll act as a champion for young people, supporting CIMSPA's Board of Trustees by offering insight, advice and fresh thinking. We are looking for someone who isn't afraid to challenge the status quo, bring new ideas to the table, and help CIMSPA connect better with young people.

As a Youth Panel Member, you'll represent young people professionally, work collaboratively with others, and play an active role in shaping a more inclusive, exciting and accessible future for the sport and physical activity workforce, while reflecting CIMSPA's values and behaviours.

Applicants must be aged 16–25 at the point of appointment.

Job description – key tasks

As a Youth Panel Member, you will:

- Represent and champion the views, experiences and voices of young people across the sport and physical activity workforce.
- Act as an ambassador for CIMSPA, promoting its work with young people and supporting its vision and mission.
- Share insight, ideas and constructive challenge with CIMSPA's executive team and Board of Trustees, helping to shape strategy, policy and decision-making.
- Bring a local, regional and national youth perspective, helping CIMSPA understand the different experiences of young people across the UK.
- Gather and share feedback from other young people, particularly those studying, training or working in sport and physical activity.
- Contribute to discussions and decisions that influence education pathways, training, qualifications, careers support and professional standards.
- Support initiatives focused on early careers, youth employment, access, inclusion and progression into and within the sector.
- Highlight barriers, opportunities and solutions to improve how education, training and employment work for young people entering the sector.
- Take part in Youth Panel meetings, projects and working groups, contributing ideas and helping to plan, review and deliver agreed priorities.
- Attend events, forums and networking opportunities on behalf of CIMSPA where appropriate.
- Review CIMSPA strategies, programmes, tools and campaigns, providing feedback to ensure they are relevant, inclusive and appealing to young people.
- Support co-production by working collaboratively with CIMSPA staff and other Youth Panel Members.
- Act professionally and respectfully, valuing different backgrounds, perspectives and lived experiences.
- Maintain confidentiality where required and follow CIMSPA's values, safeguarding and conduct expectations at all times.
- Contribute to reviewing the impact and effectiveness of Youth Panel activity, including annual reflections on progress and outcomes.

Job description – person specification

CIMSPA recognises that some young people will have had more opportunity to develop their knowledge and experience than others, and will take this into account during recruitment

Essential skills, knowledge and experience

- A genuine interest in sport and physical activity, whether through participation, education, volunteering or work.
- A strong interest in representing the views and experiences of young people and advocating for youth voice.
- Ability to communicate ideas, opinions and feedback clearly, respectfully and confidently, in both group discussions and one-to-one settings.
- Willingness to listen to others, value different perspectives and work collaboratively as part of a diverse team.
- Ability to share insight from your own experiences and those of other young people to help inform decision-making.
- Confidence to ask questions, challenge ideas constructively and contribute to discussions in a professional and respectful way.
- An open and enquiring mindset, with the ability to think critically about issues affecting young people in education, training and employment.
- Commitment to CIMSPA's vision, values and behaviours, including acting with integrity and professionalism.
- Willingness to prepare for and actively participate in meetings, projects and Youth Panel activities.
- Understanding of the importance of confidentiality, safeguarding and appropriate conduct when representing CIMSPA.

Desirable skills, knowledge and experience

- Experience of being involved in a youth panel, committee, student group, forum or similar group.
- Experience of sharing views or representing others, for example through student voice activity, youth councils, focus groups or community projects.
- Confidence in speaking in front of groups or contributing to discussions in meetings or events.
- Experience of working with people from different backgrounds and respecting different lived experiences.
- Awareness of career pathways, education routes or employment opportunities within the sport and physical activity sector.
- Experience of providing feedback on programmes, resources, campaigns or services.
- Emerging leadership skills, including helping to organise activities, support others or contribute to decision-making.
- Ability to reflect on your own development and identify learning gained from the role.
- Interest in workforce issues such as inclusion, access, wellbeing, employability and progression for young people.

CIMSPA behaviours

Be able to demonstrate CIMSPA behaviours in all areas of work

We care

- Sensitiveness: attuned to the needs of others.
 - Welcoming: make others feel welcome through patience, respect and kindness.
 - Encouraging: supports others and nurtures their development.
 - Sharing: collaborating with others and passing on ways of working to make the organisation better.
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We are adaptable

- Display initiative: reactive/responsive; cope with stress; ability to prioritise.
 - Change: able to adapt to and make changes.
 - Progression: can facilitate steps to achieve progression.
 - Inventive: uses resources flexibly.
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We are aware

- Seek/welcome feedback: take criticism/praise; reflect; know your role/motivations; conscious of effect on others; be conscious of how you are communicating (tone, body language, etc.).
 - Approachable: being available, listening and having an affinity with others.
 - Confidence: poise; demeanour; control; capable; articulation; grace.
 - Reflective awareness: think critically leading to self- improvement.
 - Self-management: reflective behaviour allowing you to improve performance.
 - Awareness of others: ability to influence others.
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We are engaging

- Actively interacts; observant; welcoming; reassuring; listening; understanding people's values and motives; approachable; builds relationships.
 - Interactive: communicates effectively.
 - Energetic: passionate; enthusiastic; positive.
 - Sociable: amenable; approachable; interacts.
 - Motivational: encourages others to achieve goals.
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We are willing

- Proactive: actively tackles problems; offers to help others; responsive to new ideas.
 - Solutions not problems.
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Volunteering for CIMSPA

- Everyone deserves a great team environment.
- Everyone deserves to feel that their volunteering is making a difference.
- Everyone deserves to be valued and trusted and to be allowed to learn and grow in their role.

This is our aim at CIMSPA.

We take our culture and our volunteers' well-being seriously.

We believe in our people and are committed to providing a stable, positive and supportive volunteer environment. In our view, a healthy and happy staff and volunteer team are better equipped to do their best work and more importantly, enjoy their lives inside and outside the organisation.

What you can expect:

- Welcome pack and induction.
- Reimbursement of agreed expenses for your volunteering role
- Relevant personal development opportunities.

The knowledge that you are making a positive difference to the sport and physical activity sector's workforce.





**The Chartered Institute for the
Management of Sport and Physical Activity**

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