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| Bristol One City Logo | **SDG Alliance Co-chair role** |  |
| Role description for potential applicants |
| November 2020 |

The Bristol SDG Alliance is a group of interested stakeholders, from across Bristol, which have come together to advocate for the use of the [UN Sustainable Development Goals (SDGs)](https://sustainabledevelopment.un.org/sdgs) to create a socially, environmentally and economically sustainable city and region that will be a beacon within the UK.

Starting in early 2021; the new Co-chair roles will use their knowledge and expertise of the SDGs to help increase the influence and effectiveness of the Alliance, by representing the Alliance; including in an advisory capacity to Bristol One City Boards and working with existing SDG Alliance members and help to bring in new ones, through the regular meetings and any future working groups to achieve the goals as set out in the SDG Alliance Terms of Reference (see further down in pack).

Those appointed (two positions) will work together to achieve the following responsibilities and will agree collectively lead roles between them on different areas according to their own strengths and areas of interest.

**Are you excited to help Bristol deliver the Sustainable Development Goals (SDGs) and become a more sustainable and inclusive city?**

If so, we are seeking expressions of interest from a range of people from varied backgrounds and communities , both from key organisations and/or individuals with knowledge and expertise of the SDGs to help lead Bristol’s journey towards becoming a more a sustainable city with a high quality of life for all.

The SDG Alliance meets approximately every 6 weeks and we anticipate the Co-chairs taking up the position in early 2021 and joining the next meeting (date tbc – approx. February).

We seek to ensure that SDG Alliance membership is as diverse as possible, to ensure its members can bring to discussions and views from a range of the city’s communities.

**Role and Responsibilities**

1. To lead the Alliance (including chairing meetings, inviting speakers, arranging and documenting meetings (with some temporary administrative support from the City Office team), communicating and consulting with members (with support as previous) and being a point of contact for the Alliance (via a generic email address to be accessible to co-chairs and admin support).
2. To be the strong voice of the Alliance at local, national and international level, working with other SDG Alliance appointed members providing oversight and communications support for engagement - both on responding to calls for consultation and involvement and on engaging external parties to provide advocacy for the SDGs and Bristol’s own work.
3. To coordinate working groups within the Alliance relevant to delivering on priority areas within the Alliance TORs.
4. To facilitate agreement of and action on tangible deliverables for the Alliance that demonstrate impact and value within the Alliance TORs.
5. To actively monitor and engage with local, national and international activity on the SDGs in order to share updates, events and opportunities with Alliance members and with their support.
6. To engage in evaluation of representation within Alliance membership and subsequent targeted communications to support any identified gaps, following agreement with Alliance members on what appropriate representation from different sectors, communities and protected characteristics looks like.
7. To work alongside Bristol’s SDG Research and Engagement Associate and other City representatives on wider SDGs work.

**We are looking for Co-chairs who:**

* are Bristol or West of England region based.
* have a strong understanding of the SDGs (ideally in the context of a city) and work with the Alliance members to develop their understanding of Alliance work to date and opportunities going forward if they are not already familiar with it.
* are able to work collaboratively, supporting and sharing responsibility for the Chair role with their counterpart and jointly engaging with SDG Alliance Members
* have the ability to operate successfully in a complex multi-stakeholder context.
* are able to take a leadership role, influence others, taking an inclusive approach and act as a thought-leader;
* are able to offer and receive constructive challenge where necessary;
* are able to seize opportunities to leverage resources to deliver SDG outcomes or influence policy-making to do so.

**Additional information**

The Alliance is a voluntary network and currently has no dedicated funding. Therefore these roles are voluntary and unpaid and the expectation is that this will continue to be the case for the foreseeable future, although it is hoped in the future that there will be funding to cover costs e.g. travel, childcare.

**Membership & diversity**

* Bristol is a diverse city, with our citizens representing at least 187 countries, speaking over 91 languages, and practising at least 45 religions; in a diverse region. We welcome candidates who seek to support inclusive action and involvement in the SDGs agenda, including through the membership of the Alliance and align to our City ambition to be a fair, healthy and sustainable city. A city of hope and aspiration, where everyone can share in its success\* (\*in line with the [Bristol One City Plan](https://www.bristolonecity.com/wp-content/uploads/2020/01/One-City-Plan_2020.pdf)).
* We welcome applications from all ages, abilities, backgrounds and communities.
* Across the two co-chair roles, consideration will be given to their areas of expertise in delivering the role and Alliance terms of reference to ensure complementarity between the co-chairs.

**Time commitment:**

* The expected time commitment for each co-chair is approximately 2 days per month/5 hours per week, with flexibility in when these are worked, subject to the understanding that co-chairs will attend and chair regular Alliance meetings (taking place approx. every 6 weeks), liaise with colleagues as required in relation to preparation for these meetings as set out in roles and responsibilities above and an expectation that they or a nominated representative will attend other relevant key meetings.
* The SDG Alliance relies on maximising existing local, national and international collaboration opportunities. This is likely therefore involve co-chairs speaking at meetings and conferences, meeting with sponsored visits/or delegations to Bristol and participating in relevant activities happening in the city. These are predominantly online/virtual meetings currently and are likely to continue to be so where it makes sense to do so, but when not virtual, meetings are likely to be in a central Bristol location and likely to last for around 2 hours. Alliance Members will work with the Co-Chairs to help facilitate this.

**Term of appointment**

* Co-chair roles will be for 12 months, with one unique 18 month appointment being made initially to ensure continual representation going forward.
* Two co-chairs will appointed at the same time for a proposed start date of January 2021, in line with the above and then both be in place at any given time but one co-chair role will run January-January, the other July-July from July 2022.
* The co-chair roles will be subject to an initial review after 6 months in recognition of these being new roles to allow for any adjustments based on initial learnings.
* Individuals can stand for re-election at the end of their term. It is envisaged that co-chairs would change over time, so candidates will be limited to 2 terms (including an additional 12 month term for the co-chair initially appointed for 18 months).
* If candidates leave the role before the end of their term, an election process will be run to replace them (unless this is within 2 months of their term ending)
* The role must not be used to comment for party political purposes and as such is not open to individuals holding political office.
* The role must not be used to further any business interests.
* The Co-Chairs must notify the Alliance of any potential conflicts of interest, such as in relation to attending a particular event or initiative.
* The Co-Chairs must not bring the city or the Alliance into disrepute.

**Bristol SDG Alliance Terms of Reference**

# The Alliance’s objectives are to use the SDGs:

* to drive the policy framework for long-term sustainable development of the city and region;
	+ We engage with the Mayor, Cabinet members, City Office and City Council officials
	+ We are in conversation with the West of England Combined Authority (WECA) and the Local Enterprise Partnership (LEP) to engage in the wider region
* to connect business, public, civil society and academic actors in a forum to discuss, shape and improve SDG implementation in the city and region;
	+ We provide physical and online networking space for Alliance members to connect and meet with like-minded organisations across all of these sectors.
* to increase awareness and share best practice, information and activities within and among our own organisations and networks:
	+ at our regular Alliance meetings and
	+ via our email bulletin
	+ and online (e.g. LinkedIn community space); and
* to clearly link city and region and community-level action to global and national challenges.
	+ We help members to engage with national parliamentary processes, consultation events
	+ We are a contact point for the city for external and internal enquiries on the SDGs
	+ We provide a link with the national stakeholder implementation body, UK Global Compact Network UK (formerly UKSSD)
	+ publicise local activities through twitter, blog posts and word of mouth

We are a collective - an alliance - not an organisation in our own right. We may be a ‘critical friend’ for key organisations represented in or outside the Alliance (e.g. central government departments, One City Boards).

We are a hub for SDG activity in Bristol, providing a focal point for those interested in engaging further and connecting into a broader network of city stakeholders who aim to help ensure that no-one and no-where is left behind, locally, nationally and internationally.

Typically we meet for 2 hours every 6-8 weeks virtually or when viable in venues across the city, hosted by different Alliance member organisations. Membership involves as much or as little commitment on the part of members as they desire.

**How to apply**

* Candidates can self-nominate/apply or be nominated by another person (with the nominee’s permission)
* **Applications can be made by submitting the below information to** **city.office@bristol.gov.uk** **by 18th December 2020.** If you have specific questions please contact Allan Macleod, Bristol’s SDG Research and Engagement Associate (allan.macleod@bristol.gov.uk).

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| **Application** |  |
| Name of Applicant/Nominee |  |
| Title and organisation of Nominee (where applicable) |  |
| Name of SDG Alliance member or person making nomination or indicate if self-nomination |  |
| Statement of reasons for application/nomination (responding to the criteria outlined above)(Recommended word count no more than = 1,000 words).  |  |

* To arrange an informal discussion about the role or answer any queries please email allan.macleod@bristol.gov.uk
* Applications will be kept confidential and managed in line with the Data Protection Act and General Data Protection Regulations. Such information will be shared with Bristol SDG Alliance Members to facilitate the recruitment process.
* We are also asking applicants to complete a voluntary equalities monitoring form. This is optional, but will help us to measure progress on diversity. These will be stored and analysed by the City Office and not shared with panel members nor play a role in the selection process.

**Appointment process**

* Applications will be reviewed by the Bristol SDG Alliance Governance Working group and those that meet the criteria set out above will be shared with Bristol SDG Alliance Members to be put to an online (member access only) vote.
* Formal interviews are not planned, but a member of the panel may contact candidates for an informal discussion about the role if they need to clarify any points.
* Each Alliance member will be entitled to two votes – one per Co-chair, bearing in mind the criteria above. Members cannot vote for the same person twice.
* The successful candidates will be the two with the highest number of votes in line with the criteria above. In the event of a tie the Alliance working group will review candidates and make a decision on behalf of the Alliance, based on the criteria above.(Note in the event of any working group members putting themselves forward, they will need to declare an interest and not be involved in the selection process.)
* The successful candidates will be notified and subject to their acceptance of the role SDG Alliance members will be informed. If any successful candidate withdraws before the commencement of their term, then the candidate with the next greatest number of votes will be approached to take on the role.
* These roles will formally start in February 2021, following the signing of an agreement outlining roles and responsibilities.

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| Bristol One City Logo |  |  |
| **Equalities monitoring form** |
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 Bristol SDG Alliance is seeking to ensure that its membership is diverse, so that its members are able to bring views from a range of the city’s communities.

This form is optional, but will help us to measure progress on diversity. Information provided will be treated confidentially and in accordance with the General Data Protection Regulation (GDPR). These will be stored and analysed by the City Office and not shared with panel members nor play a role in the selection process.

**Please answer the questions below by ticking the boxes that you feel most describes you.**

**What is your age?**

[ ] 18-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65-74

[ ]  75-84 [ ]  85 + [ ]  Prefer not to say

**Do you consider yourself to be a disabled person?**

[ ]  Yes [ ]  No [ ]  Prefer not to say

**What is your sex?**

[ ]  Female [ ]  Male [ ]  Other (please describe) \_\_\_\_\_\_\_ [ ]  Prefer not say

**Have you gone through any part of a gender reassignment process or do you intend to?**

[ ]  Yes [ ]  No [ ]  Prefer not to say

**What is your ethnic group? (please tick one box only)**

[ ]  White British [ ]  White Irish [ ]  White Other

[ ]  Black /African / Caribbean / Black British

[ ]  Asian / Asian British

[ ]  Mixed / Multi ethnic group

[ ]  Gypsy / Roma / Irish Traveller

[ ]  Any other ethnic background (please describe) \_\_\_\_\_\_\_[ ]  Prefer not to say

**What is your sexual orientation?**

[ ]  Bisexual [ ]  Gay Man [ ]  Gay Woman / Lesbian [ ]  Heterosexual / Straight

[ ]  Prefer not to say [ ]  Other (please describe) \_\_\_\_\_\_\_\_\_\_

**What is your religion / faith?**

[ ]  No Religion [ ]  Buddhist [ ]  Christian [ ]  Hindu

[ ]  Jewish [ ]  Muslim [ ]  Pagan [ ]  Sikh

[ ]  Prefer not to say [ ]  Other (please describe) \_\_\_\_\_\_\_\_\_\_

**Are you a refugee or asylum seeker?**

[ ]  Yes [ ]  No [ ]  Prefer not to say

**What is your postcode? (This helps us to understand diversity in different areas of Bristol)**

e.g. BS1 5TR Click or tap here to enter text.

**Do not wish to provide\***

[ ]  I do not wish to provide any of the information requested on this form

\*Completion of this form is voluntary