

School and Nursery Air Quality Audit Forum *Chair of the Forum*

Background

The Air Quality Forum was established by the Greater London Authority (GLA) in 2018 as part of the Mayor's School Air Quality Audits Programme. The Forum's vision is:

'To scale up the best practice, recommendations, offer support and leave a legacy from the Mayor's Schools and Nurseries Air Quality Audit Programmes for future generations.'

As planned from its inception, the Forum is now being handed over to another organisation, Global Action Plan (GAP), to oversee its onward management and governance. This will secure the continuation of the Air Quality Audit Programme's legacy, while shifting the focus of Forum to a nationwide perspective, in line with GAP's objectives. The Forum will see continued support from the GLA, in addition to WSP, as the lead supplier of the audit programmes and ongoing technical sponsor.

Governance

The Forum is governed by a Steering Group, which consists of members from the GLA, GAP and WSP, in addition to teachers, parents and governors. The Steering Group and Forum is currently led by a Chair (for which we are advertising a vacancy hereafter), with support from a Vice-Chair.

Role of Chair

The role of the Chair is to support, alongside the GLA, GAP and WSP on leading events for the School and Nursery Air Quality Audit Forum. Forum events are held once per academic term. They include presentations from a range of stakeholders (Schools, students, borough officers etc.), with sharing of learning from the audit programmes and good practice. The Chair, with assistance from the Vice Chair(s), will chair each event and steering group meeting, helping to set the agenda and plan events.

Main Responsibilities:

- Host the tri-annual Forum events, supported by the Vice Chair(s), delivered to a large audience consisting of teachers, borough officers and other stakeholders involved in the Air Quality Audit programmes. This could be in person and or virtually.
- Lead the Forum Steering Group, supported by the Vice Chair(s) which convenes approximately 8-weeks prior to each Forum event.
- Engage with members of the Forum on matters relating to air quality in both London and nationwide schools and nurseries.
- Ensure the legacy of the Mayor's School and Nursery Air Quality Audit programmes is sustained and upheld within the Forum, supporting further

improvement in reducing the exposure of children to hazardous levels of air pollution on their journey to and from, or within, the school or nursery they attend.

Qualities Required:

- Skills in hosting events and steering group meetings.
- Commitment to and passion for improving air quality in London and nationally, especially in educational settings.
- Commitment to and proven record of promoting equalities, diversity and inclusion.
- Good communication skills, both written and verbal; experience of stakeholder management, and be comfortable in an ambassadorial role.
- A willingness to devote the necessary time and effort to their duties as Chair of the Forum.

Time Commitment:

- Forum events take place once per academic term, three times per academic year.
- The steering group meets approximately 8 weeks prior to each Forum event.
- It is important that the Chair is able to attend each of the above, in accordance with the role description and in order to deliver upon key responsibilities of the role.
- In the event that the Chair is unable to attend a Forum event and/or steering group meeting, they would be expected to coordinate with and handover responsibility to the Vice Chair(s).
- In consideration of the above, the core time commitment expectations for this role are 4 hours per academic terms, broken down as follows:
 - **2 hours** per Forum event;
 - **1 hour** per Steering Group meeting; and
 - **1 hour** for administrative work.

Additional Information:

The Vice-Chair(s) acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

This position is voluntary and is not remunerated.

Equality, Diversity and Inclusion

This role is open to any applicants who are an existing member of the Forum, or who have been involved in the Mayor's School and Nursery Air Quality Audit programmes. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Applying to the role: If you would like to apply for the role, please submit an expression of interest (up to 500 words) to schools@globalactionplan.org.uk