

## School and Nursery Air Quality Audit Forum *Vice Chair(s) 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. 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 and governors. The Steering Group and Forum is currently led by a Chair, with support from a Vice-Chair (for which we are advertising a vacancy hereafter).

### **Role of Vice Chair**

The role of Vice Chair is to support, alongside GLA, GAP and WSP in co-leading events as part of 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 Vice Chair, supporting the Chair, will co-chair each event and steering group meeting, helping to set the agenda and plan events.

### **Main Responsibilities:**

- Co-host the tri-annual Forum events, supporting the Chair, 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.
- Co-lead the Forum Steering Group, supporting the Chair, which convenes approximately 8-weeks prior to each Forum event.
- Engage with members of the Forum on matters relating to air quality in 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, leading to continuous

improvement in reducing exposure by school children on their journey to and from school/nursery.

### **Qualities Required:**

- Skills in co-hosting forum 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 Vice-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 or Steering Group meeting, the Vice-Chair will be required to deputise for the Chair. If the Vice-Chair is unable to attend, they will be required to find alternative arrangements.
- 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:**

Subject to interest for this role, there is potential for two Vice-Chairs to be nominated with a role-sharing arrangement.

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:***

MAYOR OF LONDON



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