

## ROLE DESCRIPTION

**Role:** Co-chair BIS NextGen Network

**Contract type:** Non-employee (Volunteer)

**Payment:** Voluntary (expenses paid where agreed)

**Reports to:** Chief Executive



The British Interplanetary Society is seeking **two volunteers** to join our **NextGen Network (NGN)** as Co-Chairs, leading the fantastic NGN Organising Team to grow the Network and work closely with the BIS. These roles offer rewarding and professional skill-building experience.

This is an amazing opportunity for two dynamic individuals to, not only build and demonstrate their own leadership skills, but to support and develop the interests of many young professionals and enthusiasts, recognising and harnessing talent and connecting the NextGen members to the wider Space community, through the support of the BIS.

### **About the BIS NextGen Network**

*The NextGen Network was founded within the BIS in Spring 2021 with the mission to connect, inspire, and empower students and young professionals aged 18-35 in the space community. Through networking, events, and career development support, the NextGen Network brings the next generation of the space community together.*

*Founded in 1933, the British Interplanetary Society is the world's longest-established organisation devoted to promoting astronautics and the use and exploration of space. The BIS continues to be actively involved in education and outreach, with the NextGen Network providing an essential role in developing and connecting the next generation of space professionals.*

### **Role and Responsibilities**

*The two Co-Chairs will be responsible for:*

- *Owning the relationship between NextGen Network and the BIS, working closely with the BIS CEO and members of the BIS Council*
- *Leading and coordinating activities with the NextGen Organising Team*
- *Strengthening partnerships with other organisations and the wider space community, and helping to build a network of young professionals and key points of contact within the space sector*
- *Launching new NextGen initiatives within the network and local communities in alignment with the Network's mission statement – see <https://www.bis-space.com/nextgen/>*
- *Raising awareness of the NextGen Network outside the BIS through ensuring NextGen representation at space industry conferences and events, at least twice a year.*
- *Organising and hosting events – ideally a minimum of two events per year. One being the Rising Star Awards in collaboration with World Space Week (supported by the BIS)*
- *Connecting NGN skills and knowledge within BIS projects and the external space sector through BIS events, branches, committees (i.e. technical projects, education & outreach)*
- *Promoting the BIS to all NGN members and encouraging new members to the BIS.*

**Anticipated time commitment:** *Approximately 1-2 hours per week (flexible to fit candidate)*

### **Role Benefits**

- *Meeting and working alongside pioneers and established leaders from within the BIS and the wider space sector for events e.g. NextGen Network Rising Star Awards, Panels, etc.*
- *Building and demonstrating leadership, organisational and interpersonal skills that are directly translatable to your career*
- *Free attendance at the BIS Reinventing Space Conference with speaking opportunities*
- *Discounts to all BIS conferences, special events and merchandise*
- *NGN is still in its early stages: You get to shape something amazing!*

### **Person specification; Eligibility, Skills and Attributes.**

*Candidates should be:*

- *Aged between 18 – 35 years (BIS NextGen member criteria)*
- *A member of the BIS (or willing to become a member)*
- *Visionary and proactive with a passion to drive the creation of new initiatives for the Network and drive membership to the BIS*
- *Must be well organised, self-motivated and a team player*
- *Detail-oriented, professional attitude, reliable*
- *Responsive and quick email turnaround time*
- *Flexible for regular virtual meetings (by Zoom/Teams) and occasional meetings at the BIS HQ*

This role description will be subject to review in the light of changing circumstances and discussions held with the prospective applicants, and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

All Society representatives (employees, contractors, volunteers) must follow the policies and procedures of the organisation, including ensuring that they take an active responsibility for their own health and safety and do not expose themselves or others to risks to their health and safety.

All Society representatives are responsible for records held, created or used as part of their work for the Society including corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018.

The BIS NextGen Co-chair is a voluntary position, not an employee of the Society, and no employment relationship is to be created. The successful applicants will however be required to sign a volunteer engagement and confidentiality disclaimer with the Society and may also be asked to provide a referee who the Society may contact, prior to commencement in the role. The successful applicants may additionally be subject to a background check through a partner organisation.