

Youth Advisory Group member application pack

THE CAREERS &
ENTERPRISE
COMPANY

This pack contains the information you need to apply to become a member of The Careers & Enterprise Company's (CEC) Youth Advisory Group. You will find information about the opportunity, the expectations of being a member and of CEC, a breakdown of the application process, information about the careers education sector and more.

Applications for next cohort of young people for The Careers & Enterprise Company's Youth Advisory Group are now open.

Closing date: Monday 7th July at 09:00am.

[Click here to apply](#)



We are a Disability Confident employer and if you have any accessibility requests or need any help or support through the application process, please contact youthvoice@careersandenterprise.co.uk. This will not affect your application.



Introduction

The Careers & Enterprise Company (CEC) is looking to recruit a Youth Advisory Group (YAG) that reflects the diversity of young people across England, aged 14–25. It doesn't matter where you're from, your background, or how much experience you have with careers education—your voice matters, and we want to hear it.

We would like to hear from you, if you are:

- ✓ Between the ages of 14-25 years old
- ✓ Living in England
- ✓ Passionate about improving the careers education system for all young people

We welcome ALL applicants. We particularly welcome applications from:

- Those with experiences of a variety of pathways including tech ed pathways, apprenticeships, home schooled, those not currently in education and/ or employment
- Young people from underrepresented backgrounds
- Those who've faced barriers in education or career progression
- Young people with lived experience of SEND or alternative provision





Contents

4	About the Youth Advisory Group
5	What we are looking for
6	What we expect from you
6	What you can expect from us
7	How to apply
9	Equal opportunities
9	What is careers education?
10	About The Careers & Enterprise Company

About the Youth Advisory Group

The Youth Advisory Group will be led by the Youth Engagement Team (CEC staff members) and supported by the Youth Leadership Team (nominated YAG members) at The Careers & Enterprise Company. This is the fifth year of The Careers & Enterprise Company Youth Advisory Group and as new members you will help continue the development of new ways of working and thinking about the direction of this group.

Broadly the purpose of the group is to:

Govern

- Help us hold ourselves to account. You'll play a key role in challenging and guiding The Careers & Enterprise Company to embed youth voice at every level of its work.

Enrich

- Your lived experience is powerful. By sharing your perspective, you'll help us design products and strategies that are more inclusive, effective, and impactful for all young people.

Advocate

- Work alongside us to inspire change - bringing more young voices into the conversation and helping to improve careers education for everyone in the system.

To help with the above, we may ask you to:

- Use your lived experience and unique perspective to shape our projects and overall strategy as a company.
- Feature in our communications (such as blogs, videos etc).
- Represent The Careers & Enterprise Company at important engagements, such as roundtable discussions, workshops, visits and conferences.

Please note that you will not work with young people in schools within this position.

[Find out more about the current Youth Advisory Group and read about their incredible work.](#)





What we are looking for

We are looking for a diverse group of young people who reflect the variety of backgrounds and experiences found across the UK, including those who have faced educational barriers.

We want to bring together a group with a wide range of educational and training backgrounds who are passionate about ensuring all young people receive brilliant careers support throughout their time in education.

We would love to hear from you whether you are still in education, you are embarking on your career journey, you've left education and are still deciding what to do, or whether you are now in employment.

We welcome applications from those with experience in secondary schools, colleges or further education, specialist provision (such as PRU or SEND schools), home-schooled, T Levels, apprenticeship programmes and other training. Whatever your experience, we want to hear from you!

Age: 14 - 25 years old (as of 1st September 2025), including those still in school or college

Location: England - the work of The Careers & Enterprise Company only covers England and so this role is open to any applicants living in any region of England.

As part of the shortlisting process, we will be looking for evidence of the following:

Skills

- **Teamwork:** Able to work within a team to achieve a shared positive outcome.
- **Communication:** Able to speak on behalf of other young people and consider their views.
- **Accountability:** Independent, self-motivated and able to keep in touch with the wider group and support project work remotely.

Values

- Passionate about representing the voices of young people.
- Enthusiasm for creating positive change for young people.
- Interested in influencing how the careers education system can be more beneficial for all young people.

We want to ensure that The Careers & Enterprise Company has members with a range of knowledge and skills, and we really welcome applicants who may not have engaged in an opportunity like this before.

“Being a member of the YAG has made me feel like I’m truly making a difference. I always feel heard, and my opinions are genuinely valued. It’s given me a safe and supportive space to grow, learn, and build confidence. I would highly recommend it to anyone considering getting involved.”

Ava, current Youth Advisory Group Member

What we expect from you

In this post you will be advocates and representatives of your peers. We want you to share your thoughts and opinions with us and take a lead on creating change.

Length of post: 1 year, with the opportunity to continue for a second year.

Commitment required: Approximately 5 hours per month. This will consist of:

- 1.5 hour skills development meeting each month, which all members must attend. We would also ask for your commitment to take on light tasks between meetings, where possible.
- Approximately 3 in-person strategy days in London (all expenses covered).
- You will also have the optional opportunity to attend additional events, roundtables, conferences, events and more.

You will be required to attend the following meetings as part of your induction and training:

- Two introductory evening online sessions: **TBC**
- Induction Day (in-person): **Saturday 20th September in London (TBC)**

Please note that the CEC will pay for your travel to attend events.

If you require additional support to complete this application or to carry out this role, please contact youthvoice@careersandenterprise.co.uk

What you can expect from us

We'll help you develop your leadership skills: You'll receive access to training and skills development opportunities in your role, so you develop your confidence as a young leader.

You will build close relationships with your peers: You'll benefit from working alongside a motivated team of group members, who you'll be forging bonds with, learning from, and supporting each other at every step of the way.

You'll get plenty of support: We will make sure you have all the support you need to take part in our programmes, events and workshops. We are committed to working closely with any members who have specific access needs, ensuring that you feel supported and able to access all engagements. We will be covering all your costs at in-person meetings, such as travel and food.

There'll be plenty of opportunities: You'll have access to some exciting and important opportunities to have your voice heard nationally. This might include meetings with important decision-makers, attending events with the government and using The Careers & Enterprise Company as a platform to be seen and heard. These experiences will look great on your CV, LinkedIn or other applications.

Step up as a leader: In due course, we'll be looking to appoint a new Youth Leadership Team, including a [Youth Board Member](#) and there will be plenty of opportunities for all Youth Advisory Group members to try their hand at leadership, through chairing meetings, leading discussions and supporting your peers.



How to Apply

You can read our top tips for applying, written by our YAG members [here](#).

To apply please visit: <https://careers.careersandenterprise.co.uk/>

You will be asked to answer the following 4 questions as the basis of your application:

1. **Tell us a bit about yourself and your experience with education and/or employment. (Guide word count- approx. 200 words or 1-2 paragraphs)**

You might want to mention any education you've had (like school, college, uni, apprenticeships, home schooling) – whether you enjoyed it or not. You can also talk about any employment, work experience or if you're currently not in education or employment. We're interested in all pathways and how your experiences might shape your perspective in the Youth Advisory Group (YAG).

2. **Why do you think careers support is important/valuable? (Guide word count- approx. 200 words or 1-2 paragraphs)**

Tell us about any experiences you might have had (or not had!), especially those that have influenced or supported your decision making when thinking about your career journey.

3. **What changes could we make to help all young people feel career-ready? (Guide word count- approx. 200 words or 1-2 paragraphs)**

Feel free to share any ideas you have – big or small. Our vision is for the careers system to be inclusive and accessible to all young people.

4. **What motivates you to join the Youth Advisory Group (YAG)? (Guide word count- approx. 200 words or 1-2 paragraphs)**

You can share any personal experiences, skills, or interests that you think would make you a great addition to the group. You don't need formal experience – skills like teamwork, communication, creativity, problem-solving, passion, curiosity (and many more!) are all valuable.

These will be answered in the form of either:

1. A written statement on the application form, we encourage you to write 1-2 paragraphs per question
2. A voice recording (3 mins maximum)*
3. A video (3 mins maximum)*

*If you choose to submit a video / voice recording, there is no need to record this in advance it is completed through our online application system and can be checked and re-recorded until you are happy to submit. If you have any issues accessing the link, please email youthvoice@careersandenterprise.co.uk

This is the expected recruitment timeline:

- **Monday 7th July at 09:00:** Application deadline.
- **Monday 7th July – Monday 14th July:** Shortlisting and possible Chemistry Calls with our Youth Engagement Officer
- **Wednesday 16th July:** Shortlisting complete and invites to interview.
- **24th – 30th July:** Group interviews.

After the closing date, The Careers & Enterprise Company Youth Engagement Team and the Youth Leadership Team at The Careers & Enterprise Company will shortlist a selection of applicants to invite for a group interview. Unfortunately, due to the volume of applications we expect to receive we will not be able to provide individual feedback.

Safeguarding, References and DBS Checks

At the CEC, safeguarding is a top priority.

If you're invited to join the YAG, we will ask you to provide references. Ideally, these will include:

- A reference covering your education and/or employment over the last 3 years.
- A character reference from someone who has known you for at least 3 years and is not a family member.

If this is difficult for any reason, please speak to our Youth Engagement Team — we'll consider alternative options on a case-by-case basis.

If you're aged 18 or over, you will also be required to complete a basic Disclosure and Barring Service (DBS) check, which we will cover the cost of.

Please note: A criminal record or police caution does not automatically prevent you from joining. However, serious offences — especially those involving children — may disqualify you. All other cases will be reviewed individually.





Equal opportunities

At The Careers and Enterprise Company (CEC) we are committed to fostering a culture of belonging. We know that engagement at work relies on feeling included and valued. Inclusion is both a choice and a practice, for us as an organisation and for individuals within our team. We aim to drive inclusion through every aspect of our work, and we understand that diverse teams are essential for innovative careers education and are central to our mission and impact. CEC values the visible and invisible qualities that makes each member of our team who they are.

We are a Disability Confident employer and commit to interviewing applicants with disabilities who successfully demonstrate the essential criteria on the person specification and meet the minimum requirements for this vacancy. If you need any assistance or support during the application process, please contact youthvoice@careersandenterprise.co.uk

“I want you to know that being a Youth Advisory Group member has had such a positive impact on me and the continued support has opened my eyes to what a leader can be.”

Current Youth Advisory Group member



What is careers education?

Careers is everything learners need to know, understand and be able to do in order to:

- Make aspirational and informed decisions.
- Develop career readiness / prepare for adulthood.
- Make effective and sustained transitions.

World-class careers education follows the [eight Gatsby Benchmarks](#) of good careers guidance.

Amongst other things, the benchmarks highlight that young people need:

- Multiple and meaningful encounters with employers, colleges and apprenticeship providers.
- Curriculum learning that links to jobs and relevant skills.
- One-to-one personal guidance.



About The Careers & Enterprise Company

The Careers & Enterprise Company or CEC is the national body for careers education in England, supporting schools and colleges to deliver modern, 21st century careers education.

Our work includes:

- Connecting employers, educators, and providers to assist young people in finding their best next steps through our network of local Careers Hubs.
- Training and supporting Careers Leaders to enhance their skills and effectiveness.
- Offering practical digital tools and resources to improve careers education across England.

Our mission is to help every young person find their next best step. To achieve this, we prioritise listening to, reflecting and acting on the voices of young people.

The Careers & Enterprise Company's corporate priorities:



Raise quality

Raise the quality of careers provision in schools, special schools and colleges against the Gatsby Benchmarks through training for the education workforce, targeted support and quality assurance



Drive experiences with employers

Drive more high-quality experiences with employers for students and teachers – with a focus on current areas of need



Boost skills pathways

Amplify apprenticeships, technical and vocational routes – including by supporting the implementation of the Provider Access Legislation (PAL)



Tackle disadvantage

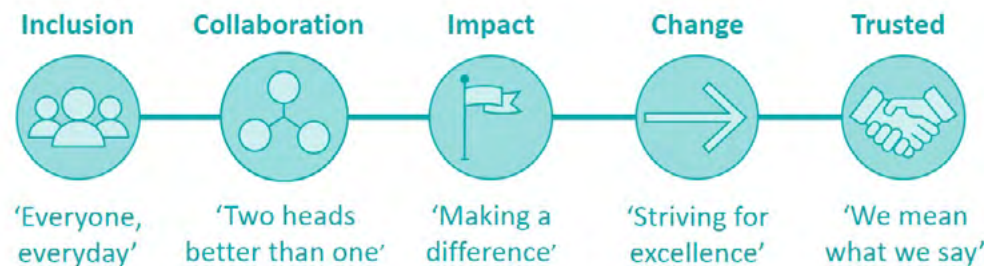
Focus on interventions for economically disadvantaged young people (FSM) and those who face most barriers – through identifying and addressing the needs of specific cohorts



Connect careers to economic need

Connect careers provision in schools and colleges to the needs of local economies – as articulated through Local Skills Improvement Plans (LSIPs)

Our values:



The Context

Using the [Future Skills Questionnaire](#), we are able to gain insights into young people's career readiness across the country. The young person's voice in careers education is crucial and we'd like you to help us be part of our journey to ensure all young people can take their next best step.

THE CAREERS & ENTERPRISE COMPANY

Queries and questions

If you have any queries or would like more information, please contact Anna Webster at The Careers & Enterprise Company via email: youthvoice@careersandenterprise.co.uk