**Young Staff Network – Terms of Reference**

**Statement of Purpose**

1. The network has been created with the aim of helping younger staff members to develop early on in their careers, providing a support network and relevant opportunities.

**Aims & Objectives**

1. The network’s aim is to be a space for younger staff members to meet and provide a forum for the following:
   * Support younger staff members at the University via a peer support network
   * Discuss issues affecting younger members of staff and act as representatives for this body of staff
   * Offer mentoring support/buddying for younger staff in collaboration with Organisation and Education Development
   * Provide a space for socialisation and sharing of experiences

**Responsibilities**

1. The role of the Younger Staff Network is to provide an informal and supportive space for people across the University to meet, share experiences and socialise.
2. In addition to aiding new starters through mentoring and buddying, the network aims to encourage a culture of continuous development and support for younger staff through meetings and social events.
3. The network will actively encourage a positive environment for younger staff members and will take responsibility to continually develop and learn from other network groups both internally and externally to the University.

**Accountability/Senior Champion**

1. Executive Sponsors are Catherine Harrison, Associate Director of People, Culture and Inclusion and Sabiha Patel, Associate Director (Student Wellbeing and Inclusion).

**Membership**

1. Membership is open to all permanent and temporary Lancaster University staff and PGR students that define themselves as in the younger staff bracket, typically those under 30 years of age but the network would welcome any one above this age. The group will elect committee members every year, with a review and selection in the first three months.

**Frequency of Meetings**

1. The group will meet 4-6 times a year including an Annual General Meeting. Socials and other activities will be monthly and over various platforms (in person, teams etc)

**Review**

1. The Terms of Reference will be reviewed initially after 3 months and following this, yearly.