**Groundwork London**  **Volunteer Role Description**

**Job Title:** **Volunteer Interview Panel Member**

**Responsible to:** **Youth Participation Coordinator**

**Responsible for:**  **N/A**

**Location:** **Morley Street and The Nest**

**ROLE BACKGROUND:**

We are searching for Volunteer Interview Panel Members as part of Groundwork's effort to expand projects focused on the well-being of young people. In this role, you'll play a part in selecting candidates who resonate with our organization's values and goals. We're looking for individuals who can assess candidates objectively, ensuring a fair evaluation without biases and in line with our group's principles. Join the hiring crew and collaborate with other dynamic individuals within the group.

Groundwork aims to integrate the voices of young people into our service delivery, emphasizing our commitment to involving them in shaping Youth Mental Health initiatives. You will be provided with training and support during your time with us.

**MAIN OBJECTIVES:**

* **Candidate Assessment:** Evaluate potential candidates to ensure they align with the organization's values and goals, contributing to selecting individuals who can positively impact the team or project.
* **Objective Decision-Making:** Contribute to fair and unbiased decision-making during the interview process, maintaining objectivity and professionalism to select the most suitable candidates.
* **Collaborative Teamwork:** Collaborate with the hiring crew and other team members, fostering effective communication and cooperation to make informed decisions about candidates.

**KEY TASKS & RESPONSIBILITIES:**

* **Thorough Evaluation:** Conduct comprehensive evaluations of candidates, considering their skills, experiences, and alignment with the organization's mission, and provide valuable input during the decision-making process.
* **Maintain Ethical Standards:** Uphold ethical standards throughout the interview process, ensuring a fair and transparent assessment that aligns with the organization's values and promotes equal opportunities for all candidates.
* **Contribute to a Positive Environment:** Foster a positive and inclusive atmosphere during the interview process, actively participating in discussions, respecting diverse perspectives, and contributing to a constructive team dynamic.

**OTHER RESPONSIBILITIES**

* Work with due regard for Groundwork’s core values and objectives
* Ensure the effective implementation of and adherence to, the Trust’s Diversity, Equal Opportunities and Health and Safety policies and procedures

**PERSONAL AND PROFESSIONAL DEVELOPMENT**

* Share best practice and achievements, and actively seek opportunities to present outcomes and case studies.
* Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participating in the trust’s training and development programme.

**[Jan 2024]**