

Volunteer Assessor Guide



Become part of the Raleigh's Team UK volunteering network!

Raleigh International is looking for a dedicated group of volunteers, to help **assess 18-25 year olds** to take part in our **International Citizen Service** programme. Volunteer **4, or more, days of your time** across **4 month period**. Assessment days are held in **Central London**, and occur at least **once per week**.

ICS is a UK government funded development programme that brings together young people from the UK and overseas to fight poverty. Volunteers will take part in fundraising, an overseas placement and an Action at Home project. ICS focuses on creation of active global citizens, through community projects and youth development in some of the world's poorest communities.

We are looking for volunteer assessors to help us assess potential volunteers on character dimensions. Each event requires a dedicated team of 6 assessors (a mix of Head Office staff and volunteers) to observe and evaluate groups throughout the day.

We are looking for a diverse range of assessors, who feel they have the skills necessary to objectively assess candidate's suitability for the programme. Experience of overseas volunteering is not essential, but can be helpful.

Benefits to you

- Donate your time to a leading sustainable development charity, who carry out valuable project work in some of the world's poorest communities overseas
- Gain work experience in training, recruitment or selection or if you are interested in working in the charity sector
- Develop your assessment, interviewing and facilitation skills
- The role will be supported by Raleigh's Training and Delivery team, and we will provide ongoing training in all of the skills required
- Flexible role – work around your other commitments whilst donating time, and adding a valuable role and reference to your CV
- If you have had ICS or other overseas volunteering experience, you'll be able to share your knowledge to inform potential candidates
- Travel expenses reimbursed (up to £75 limit) and lunch included

Main duties and responsibilities

- Observe candidate behaviours whilst they undertake tasks such as team energisers & activities and scenario discussions
- Help to facilitate small group discussions
- Record evidence of observations, classify and evaluate your findings
- Interview Candidates
- Contribute to the end of day review to finalise selection decisions

Person specification

A volunteer assessor should:-

- Have energy and passion for Raleigh's charitable objectives, and an interest in development issues
- Be able to comply with the volunteer's commitment
- Be reliable and punctual with strong organisational skills
- Present themselves well and with self-assurance
- Have the flexibility to adapt quickly to new situations
- Have the ability to remain objective when observing behaviours and recording evidence

- Have an open and inclusive approach to volunteer diversity
- Be open to learning with ability to receive and give constructive feedback
- Previous assessment, facilitation and interviewing experience would be advantageous but is not essential

Volunteer's commitment

1. Apply by sending in a CV and covering letter/ email that:-
 - Explains your motivations for the role
 - Outlines any relevant experience and skills you have that would make you a suitable
 - Any volunteering experience, what you learned, and what you think you can offer to potential ICS programme candidates
 - What your plans are for the next 6 months
2. Phone interview for shortlisted applicants
3. Successful applicants observe / practise assessment techniques at a minimum of 1 Assessment Day
4. We will then ask you to sign up to help at our upcoming assessment events as a fully-fledged Assessor!

Please send your CV and covering letter to Ruth at r.lewis@raleighinternational.org

- Thank you!