

Role description



Places to live. Space to grow.

Role title:	Awarding panel member for the West Kent Community Chest
Allowance:	£0 per annum
Directly responsible to:	Head of Communities
Directly responsible for:	Decision making for West Kent Community Chest awards
Main purpose of the Role	
As part of the awarding panel, you will help make decisions which organisations receive a West Kent Community Chest grant award.	
Main duties	
<ul style="list-style-type: none">• You will agree to attend up to four panel meetings per annum, with a duration of approximately 2 hours per meeting. The meetings are held virtually using Microsoft Teams. Meetings will be held quarterly in January, April, July, and October. If you are unable to attend the meeting, we could accept your comments via email although we would expect you to attend at least two meetings per year.• You will be required to read and assess each application prior to the panel meeting/s. The application forms for each round will be sent to you approximately 7-10 days before the meeting date. Depending on the number of applications, you should allow between 4 – 7 hours of reading per round of funding. You should consider your decisions prior to the meeting/s and highlight any areas for discussion.• You should familiarise yourself with the Terms of Reference of the fund to ensure your decision making is in accordance with the guidelines.• Your decision making should be impartial, and you will be expected to declare any interests at the start of the meeting/s.	
Person specification	
Skills / Knowledge / Competencies	
No specific skills or experience are required for the role but an interest in the charity / voluntary sector would be an advantage.	
Duration of role	
Awarding panel members will be expected to volunteer for a minimum of two years	
There is no maximum limit for the duration of the role	
Signed as agreed:	Dated: