



HR volunteer - Member of the interview panel

Role description

Main Purpose

Quo Vadis Trust provides social housing, care & support for people in South East London living with mental health needs.

We provide a supportive living environment for adults who are at risk. We work in partnership with our clients to support recovery, increase independence, maximise potential and promote the best possible quality of life. Further information can be found here: <https://qvt.org.uk/>

Main purpose of the role

QVT has developed a Client Involvement and Empowerment Strategy, putting its clients at the centre of the delivery service.

We have developed a training program for clients to engage in different aspects of QVT service delivery.

We acknowledge that our clients can test out the values, behaviours, attitudes and interpersonal skills of job applicants.

Where people who need care and support are actively involved in recruitment and retention, they can:

- exert greater control and influence over who will support them, resulting in better outcomes
- provide a first-hand experience of what is needed from new recruits
- judge how well a candidate engages and communicates with them
- tell candidates what's important to them, and identify if they have the right values, behaviours and attitudes for the role.

We are looking for clients who will volunteer as a member of the interview panel of new staff. Training will be provided.

Tasks include:

- Interview candidates working in partnership with QVT recruitment team (training QVT interview process, scoring system)
- Attend interviews in person and/or remotely
- Use the QVT questionnaire form and score system
- Be able to give positive and constructive feedback to the candidates

Training

Volunteers will receive the necessary training to develop the rights skills. Everyone will be briefed and have the right knowledge about key recruitment policies.

Training Include:

- Confidentiality
- Equal opportunities
- Interviewing techniques
- Structured interview, notes taking and scoring system
- IT skills

Level of commitment

QVT required at least a commitment of 3 months.

This role would suit someone who:

- Has a keen interest in having their say and contribute to creating QVT team
- Is friendly, welcoming and a confident communicator
- Is assertive and a good communicator
- Can work as a part of the interview panel team, is able to provide constructive feedback and to consult with others to take decisions.

QVT offers volunteers:

- A supportive, learning environment and the opportunity to gain valuable experience in engaging with QVT candidates
- Reimbursement of travel expenses within Greater London; lunch expenses if volunteering a full day or tea/ coffee and biscuits for shorter time.

To express an interest:

Please send an email to Volunteers@gvt.org.uk

The position is subject to a DBS check post interview.

NB. Please mark name of role in the subject line of your email.