## TEMPLATE

Background (INTERNAL)

* We’re recruiting xxx within an interest in the local area
* Not aiming to recruit a representative demographic of Camden but rather those underheard and don’t often get a say on the solutions that affect them
* All the training sessions are compulsory
* Commitment: this is a paid role and there is a contract.
* Must contact us if they cannot attend

INTERVIEW INTRODUCTION

**ABOUT YOUR ORGANISATION**

**ABOUT THE FUND**

**PUPORSE OF ROLE**

INTERVIEW QUESTIONS

**Name**: *[insert answer].*

**Introductory**

* Where do you live? (*postcode*)

*[insert answer].*

* How long have you been a Camden resident?

*[insert answer].*

* Where did you hear about this role?

*[insert answer].*

* What are your interests/hobbies/interesting fact/day job?

*[insert answer].*

**Diversity Monitoring** *– we are asking the following because as participatory grantmakers, our aspiration is for decisions that impact the lives of people in Camden, to be made by those who traditionally do not hold positions of power; be that because of age, gender, ethnicity or economic status.*

* Age

 *[insert answer].*.

* Ethnicity

*[insert answer].*.

* Economic status (employed/unemployed/in training/education)

*[insert answer].*.

**1. Why are you interested in this role? What do you want to achieve? Where did you hear about this opportunity?**

*[insert answer].*

**2. What do you think are the main inequalities or issues faced by [INSERT GROUP/COMMUNITY/DEMOGRAPHIC]? What do you think causes these inequalities?**

*[insert answer].*

**3. How do you think charities or charitable organisations should respond to these issues?**

*[insert answer].*

**4. Can you tell me about a charity/organisation you admire and why?**

*[insert answer].*

**5. Do you have any experience in decision-making/grant -making?**

*[insert answer].*

**6. Can you tell me about a time you worked effectively in a team? How do you manage conflicting opinions?**

*[insert answer].*

**7. How can we support you to feel at ease in this role?**

* **Do you have a disability or access needs?** *[]*
* **Are you comfortable using Zoom?** *[]*
* **Do you need help accessing a laptop/tablet and/or internet access to join the sessions?** *[]*
* **Do you have a bank account and right to work?** *[]*

*[insert answer].*

**8. Provisional dates for training sessions,**

The panel meeting will take place on:

**Could you confirm you can attend?**

*[insert answer].*

**9. Do you have any questions?**

*[insert answer].*

***Scoring (Internal use only)***

*Did the applicant demonstrate a clear understanding of the values behind this fund?*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *1 - None* | *2 - Limited* | *3 - Some* | *4 – Clear* | *5 – Absolutely*  |

*In your opinion, would this applicant usually be excluded from typical conversations related to the distribution of money / power?*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *1 – Not usually* | *2 - Potentially* | *3 - Sometimes* | *4 – Most of the time* | *5 – Absolutely* |

#### Total score: