

**Expression of Interest - Assessment Committee Members for the Queen’s Awards for Voluntary Service**

**(*Pro Bono, Voluntary Role)***

**Role:** Nomination Assessment Committee Member (up to x6)

**Organisation:** Queen’s Awards for Voluntary Service (Administered by the Office of Civil Society (OCS), currently based in the Cabinet Office, but moving to the Department of Culture Media and Sport.

**Requirement:** We are seeking expressions of interest from leaders in the Community, Voluntary and Social Enterprise sector to apply to join the Queen’s Award for Voluntary Service ‘Main Assessment Committee’, responsible for the judging and selection of shortlisted nominations. The panel is chaired by Sir Martyn Lewis CBE.

We currently have 17 committee members and are seeking expressions of interest from sector leaders who are interested in joining our committee from February 2017 onwards. Our requirement may be *ad-hoc* and we will approach our pool of candidates as and when existing committee members need to be replaced (potentially over a number of years).

**Time Commitment:** Committee members will be expected to read and assess up to 100 nominations during February and mid-March, and participate in three assessment meetings held between February - April each year, in London.

* 1 x Pre-Assessment Meeting - Late February (approx. 1 hr)
* 1 x Sub Committee Meeting - Mid March (approx. 2-4 hrs)
* 1 x Post Assessment Meeting - Late March (approx. 1 hr)

**Criteria:** Applicants must have at least 5 years of recent and relevant experience in volunteering and/or the voluntary, community and social enterprise/third sector, and ideally have expertise in voluntary activities in one or more categories listed here: *Environment, Health and Emergency, Self Help, Social Centre, Community Centre, Recreation (Sports, Arts, Heritage) Social Preventative initiatives, Digital and Media.*

We are seeking individuals who are committed to championing the success of local voluntary groups around the United Kingdom and exhibit the qualities below:

* sound understanding of the voluntary, charitable and third sector
* ability to judge and analyse large volumes of nominations
* good interpersonal skills with an ability to communicate and collaborate
* ability to remain objective with a commitment to equality of opportunity
* good level of IT literacy

**Pay:** Pro Bono and Voluntary (Travel, Subsistence and other expenses paid as per internal financial policy and subject to agreement).

**Background:** The Queen's Award for Voluntary Service is the highest award given to local volunteer groups across the UK to recognise outstanding work done in their own communities. It was created in 2002 to celebrate the anniversary of the Queen's coronation. It is the MBE for volunteer groups. Any group doing volunteer work that provides a social, economic or environmental service to the local community can be nominated for the award. Each group is assessed on the benefit it brings to the local community and its standing within that community. Further information can be found on [www.qavs.direct.gov.uk](http://www.qavs.direct.gov.uk). The awards are run on an annual basis from September each year.

Nominations for the awards are submitted online via the Queen’s Award for Voluntary Service website (above), by the September deadline. Eligibility checks are carried out before nominations are allocated to each of the 98 Lord-Lieutenants according to the geographical area in which the nominated group is located. The Lord-Lieutenants are the Queen’s representative in each county of the United Kingdom and will visit each of the nominated groups to a carry out an assessment.

The assessments are submitted by the end of January and groups who are of recommended by the Lord-Lieutenants are passed to independent nomination assessment committees who come together to make the final decision on the winners in March.

**How to express your interest:**

Please post or email us your **CV** and a **covering letter** detailing your relevant experience **to** [queensaward@cabinetoffice.gov.uk](mailto:queensaward@cabinetoffice.gov.uk) with the subject: **QAVS COMMITTEE MEMBER APPLICATION. Please apply by Midnight Friday 21st October 2016.**

The covering letter should include:

* Your experience in the voluntary or charity sector
* Skills could you bring to the Queen’s Award for Voluntary Service committee
* Why you personally want to join the committee
* Details of any voluntary sector organisation you are currently involved with (e.g. patron, chair, trustee, board member, volunteer, etc.)

Candidates may be invited to a short interview and successful candidates will be placed on a shortlist and invited to join the committee as and when the need arises. It is possible that candidates may be invited to join the shortlist without being called to join the committee immediately (potentially for a number of years).

We support diversity and encourage applications from women, ethnic minorities and those with disabilities.