

JOB PURPOSE

Context:

The role of a panel member is to work in a team to make decisions on funding bids submitted from young people across Reading.

The panel meets on a monthly basis to review their skills and attend training. They also meet 4 times a year to review funding bids and grant money from a budget given by Government head office.

As a panel member you will attend these meetings and training, work closely in a team and be a part of this exciting project.

MAIN DUTIES AND RESPONSIBILITIES

As part of the team member you will need to;

- Attend training
- Look at applications and review them with the rest of the team
- Make decisions
- Carry out inspections of projects and activities
- Represent young people in a positive way and be a role model to young people

Knowledge, Skills and Abilities

Essential

- Show respect
- Not be afraid to say what you think
- Be sensitive to others
- Bring out the best in others
- Be a team player
- Be honest
- Be a good communicator and a good listener
- Be punctual and reliable
- Be motivated
- Talk to people

Desirable

- Leader
- Sense of humour
- Organise meetings
- Chair meetings
- Design application forms
- Web design
- Organise events

Specific Working Requirements

Panel members must agree to the adopted ground rules
Panel members are expected to attend 85% of the meetings