



Job Description – Scholarship application Assessor

BACKGROUND

The Canon Collins Educational and Legal Assistance Trust (CCELAT) is a London-based charity investing in higher education and human rights in southern Africa. We do this primarily through awarding scholarships for postgraduate studies and through interventions in public interest law, advocacy and education. Our scholarships are awarded to scholars from 14 southern African countries and we are working to build communities of scholars with a view to increasing their voice, networks and ability to be change makers in their fields.

PURPOSE OF JOB

As well as running its own scholarship programmes, CCELAT administers the selection process for other scholarship schemes on behalf of partners based in the UK and South Africa. We receive around 5000 applications annually and make approximately 120 new awards each year.

We want to appoint part or full-time assessors to join our scholarships team for 4-6 weeks during the busy summer months, when we receive the majority of applications. The assessors will report to the Scholarships Manager to assess applications against set criteria.

RESPONSIBILITIES

- Assessment of scholarship applications
- Assist with administration related to assessment data.

PERSONAL SPECIFICATION

- Specialised knowledge of or experience in southern Africa
- Commitment to the important role of education as a tool in the fight against poverty
- Educated to masters degree level, or currently completing masters level studies
- Excellent organisational skills and attention to detail
- Ability to process a large volume of information under pressure

Experience in a similar capacity will be an advantage but is not essential.

TERMS AND CONDITIONS

Employment: Part/full time work to meet needs of scholarship department. Start date 4 August 2017, end date flexible, probably early Sep 2017.

Remuneration: £10 per hour.

Hours: Flexible, depending upon availability. Normal Canon Collins Trust office hours are 9.30 to 5.30.

Location: The job is based in Canon Collins Trust's office in Vauxhall. Assessors will be required to work mostly on the premises.

Disabilities: We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities. The Foundry, the building where our office is located, is fully accessible by wheelchair.



HOW TO APPLY

Please send your CV and a brief covering letter to victoria@canoncollins.org.uk by Mon 24 July 2017.

Canon Collins Trust aims to be an Equal Opportunities Employer