

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 10 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 a number of part-time assessors to join our scholarships team 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 (Essential):

- Specialised knowledge of or experience in southern Africa
- Commitment to the important role of education as a tool in the fight against poverty
- Bachelor's degree in any discipline
- Excellent organisational skills and attention to detail
- Ability to work as part of a team

Desirable:

- Experience in a similar capacity
- Educated to or currently studying at masters degree level

TERMS AND CONDITIONS

Employment: Part/full time work to meet needs of scholarship department. Start date **Monday 22nd July**, end date flexible.

Salary: £11 per hour.

Hours: Flexible, depending upon availability. Normal Canon Collins Trust office hours are 9.00 to 5.00.

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



HOW TO APPLY

Please send your CV and cover letter to eva@canoncollins.org.uk by **Friday 12 July 2019**. Interviews will be held the following week.

Canon Collins Trust aims to be an Equal Opportunities Employer