



Recruitment Campaign Checklist

I. General Details

Vacancy Job Title	Youth Trustee (unremunerated)
Authority to Recruit complete	No. Board approved on 29.03.2022
Job description and person specification approved	Approval to be sought on 29 Sept. 2022
Media to be used Options could include: <ul style="list-style-type: none"> • AP website • AP social channels • Executive linkdln network • Internal email • General jobs boards (paid) • Specialist jobs boards • Print media 	AP Website Young Creatives Network Young Trustees Movement network Instagram
Advert Agreed	Approval sought on 29 Sept. 2022
Advert Publish Date	18 th November 2022 (after Full Council)
Advert Closing Date	30 th December 2022
Shortlisting	2 nd -16 th January 2023
Interview Date(s)	23-27 th January 2023

2. Shortlisting and Interview Panel

	Name	Job Title
Chair	Mark Civil	Head of Creative Learning
Panel	Emine Ibrahim	Chair of the Trustee Board
	Lotte Collett	Vice Chair of the Trustee Board
	Catherine Solomon	Director HR & Organisational Development

<u>Interview</u>	Name	Job Title
Chair	Emine Ibrahim/ Lotte Collett	Chair/ Vice Chair of the Trustee Board
Panel	Mark Civil	Head of Creative Learning
	Catherine Solomon	Director HR & Organisational Development



3. Interview Details

Date of interview(s)	w/c 23 rd January 2023
Time of 1st interview	
Duration of each interview	Approx. 1 hour
Last interview to be no later than	
Interview venue	Tbc
Who / Where should candidates report to on arrival?	

4. Assessments / Testing Arrangements

Please provide details of any assessments or tests proposed to take place prior to the interview

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