



Recruitment Campaign Checklist

I. General Details

Vacancy Job Title	Fundraising Trustee Board Member
Authority to Recruit complete	No
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 linkdIn network • Internal email • General jobs boards (paid) • Specialist jobs boards • Print media 	AP Website Linked In Through networks
Advert Agreed	Approval to be 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

Shortlisting	Name	Job Title
Chair	Emma Dagnes	CEO
Panel	James Atkinson	Director of Development
	Emine Ibrahim/ Lotte Collett	Chair/ Vice Chair of the Trustee Board

Interviews	Name	Job Title
Chair	Emma	
Panel	James Atkinson	Director of Development
	Emine Ibrahim/ Lotte Collett	Chair/ Vice Chair of the Trustee Board



3. Interview Details

Date of interview(s)	w/c 23 rd January 2022
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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