

Awards Assessor

Volunteer Role Descriptor

1. Introduction

Awards Assessors are asked to review and evaluate applications for awards and bursaries, using the scoring sheets provided and including additional comments to accompany their marks. The complete list of awards can be found on our website [here](#), though not all awards & bursaries are reviewed by our volunteer awards assessors.

Assessors can also volunteer to participate on the interview panel for final stage interviews, though these are less frequent.

2. What you will be doing

Main duties:

- Reviewing and evaluating applications for awards and bursaries, using the scoring sheets provided and including additional comments when necessary for the following awards:
 - Student Bursary (awarded quarterly)
 - Bursary for Aspiring Marine Mammal Observers
 - Bil Loth Ocean Decade
 - John Blackburn Main Award
 - Lady Hamlyn Award for Apprentices
 - David Henderson Inspiring Journey Grant (awarded biannually)
 - Outstanding Contribution Award
 - Stanley Gray Fellowship
- Reviewing applications within the period stated.
- Disclosing when an award candidate is known to them personally or professionally.

3. About you

You will have:

- a passion for supporting lifelong learning, rewarding both those starting out in their careers and those at the cutting edge of new developments
- strong organisational skills to ensure that assessments are handled in a timely manner

Desirable:

- Previous experience in reviewing bursary applications or awards nominations

4. How you will benefit

There are many benefits to becoming an Awards Assessor, including:

- Giving back to the marine community
- Rewarding aspiring and experienced marine professionals

5. Time Commitment

- 10-20 working hours per year
- Assessors will be contacted by the Awards Team throughout the year, shortly after the application period for an award has closed.
- Assessors will be contacted to review the applications for approximately 11 awards throughout the year.
- Assessors are not required to assess all applications but are asked to be committed to the role.
- Assessors will typically be given 1-2 weeks to review applications for an award.

6. Period of appointment

- There is no fixed term for this role
- Assessors will be contacted annually to verify if they would like to continue to participate

7. How to apply & appointment method

Please complete the [application form](#) on the IMarEST website to apply. Please note this page will not be available once the role has been filled.

8. Induction and Training

- Successful applications will be verified over email
- No training is required. Applicants are expected to be proficient in Microsoft Excel

9. Further Information

Is this role location specific?	No
Closing date	Rolling
Number of roles available	N/A

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