## Role Description: Interview Panellist

**Responsible to:** Marketing, Fundraising & Engagement Team

**Time commitment:** Various.

**Location:** Across the county. There will be face to face and online opportunities.

**Payment**: Up to 3 hours (£25), 3 - 5 hours (£40) and over 5 hours (£55)

**Who we are:**

We work across the county to support positive mental health and wellbeing.  We provide a diverse range of services from our seven Wellbeing Centres and other venues across all ten districts of the county. Funded locally, our services are available to all residents in Hertfordshire over the age of 18 and we offer dedicated services for 5-18 year olds.

Our vision is to make sure every person in Hertfordshire will feel supported with their mental health.

**Role Description:**

Interview Panellists are individuals with lived experience of mental ill health who are passionate about ensuring that we recruit the right people, with the right skill sets and values, for the right roles.

Your involvement on the interview panel will help foster empathy, informed decision-making, reduce stigma, building trust and empower both candidates and panel members alike. Your valuable contribution will strengthen our commitment to providing compassionate and effective mental health services.

**Main tasks:**

As a lived experience interview panellist, your responsibilities may include:

* Actively listen to candidates, acknowledging their experiences and perspectives without judgment.
* Evaluate candidates' qualifications, skills, and suitability for roles related to mental health support.
* Offer valuable insights and observations based on your lived experience to help the panel make well-informed decisions.
* Advocate for a diverse and inclusive hiring process, ensuring all candidates are treated fairly and respectfully.
* Maintain confidentiality regarding personal information shared during interviews, adhering to data protection guidelines.
* Remain objective and impartial during the evaluation process, focusing on candidates' abilities and potential contributions.
* Pose thoughtful and relevant questions to candidates that address their experiences and ability to fulfil the role.
* Provide us with feedback on ways to improve the interview process and promote greater involvement of individuals with lived experience.

Work collaboratively with other panel members to reach a consensus on candidate selection.

**What we are looking for:**

* An individual with lived experience of mental health conditions.
* An individual who is enthusiastic and passionate about supporting the work of Hertfordshire Mind Network.
* An individual who is passionate about mental health and improving services that are provided.

**We would like you to be:**

* Able to use Word and the Internet. (Where applicable)
* Able to use Zoom or Microsoft Teams (Where applicable)
* Able to communicate in a confident manner to a range of individuals.
* Able to commit to the agreed hours.
* Able to travel to relevant Herts Mind Network Wellbeing centres.

**What we can offer you:**

* Training for the role.
* The opportunity to gain experience of working as part of a team.
* Support in learning the process of interviewing candidates.
* Experience of working in the charity sector.
* The opportunity to learn new skills and build confidence.
* Hertfordshire Mind Network’s commitment to a Health and Safety and Equal Opportunities Policy.
* Expenses paid in line with the Influence and Participation Policy.

**Next steps:**

If you would like to know more about this role, please get in touch with us:

**E:** [shareyourexperience@hertsmindnetwork.org](mailto:shareyourexperience@hertsmindnetwork.org)

**T:** 0203 727 3600

Or write to us at:

Share Your Experience, Herts Mind Network, The Wellbeing Centre, 501 St Albans Road, Watford, Herts, WD24 7RZ.