

CICM Volunteer Membership Assessor

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ROLE PROFILE

Key responsibilities:

To assess and give recommendations and feedback to the CICM on a candidate's suitability for Associate, MCICM and/or FCICM membership based on an online and/or telephone submission.

- 1 To review evidence against rigorous criteria.
- 2 Make a recommendation to the CICM:
 - Pass to Professional Membership level applied for.
 - Pass to alternative Professional Membership level.
 - Refer to candidate for more information.
 - Not pass
- 3 Provide the CICM with feedback and justification of each assessment outcome and recommendation that can be passed on to the candidate.
- 4 Use agreed format for all assessment outcomes and recommendations and in agreed timelines.
- 5 Be an ambassador for the CICM, working closely with CICM HQ teams to provide an exceptional service to our members/candidates.
- 6 Abide by the CICM Code of professional conduct.
- 7 Be aware of, and talk about any potential conflict of interest, declaring conflicts to the Head of Member Administration at CICM. Volunteer Membership Assessors shouldn't receive any benefit, financially or in kind, from their volunteering.
- 8 Understand and abide by the CICM data protection policy, and be aware of how to handle member data.

The role is for one year. You will be asked to re-apply each year.

Person specification:

CICM Volunteer Membership Assessors must:

- Be a current CICM Member at MCICM or FCICM level (FCICM to assess FCICM candidates).
- Have an extensive understanding and current experience of credit management, either broadly across all areas or in a specialist area.
- Keep up to date with the latest in the credit management and general business world.
- Have experience of assessing others against specific criteria e.g. knowledge based assessments, 360 feedback, observational assessment, face to face discussions, competency based interviews.
- Have experience of creating written feedback for individuals e.g. performance reviews, sponsorships.
- Keep updated with process and guidance issued by CICM HQ through email communications, calls, face to face training and webinars.