

Pre-Application Advisor – Chartered Chemical Engineer Volunteer Role Descriptor - PILOT

1. Introduction

The Pre-Application Advisor will play a key role in an IChemE pilot exploring the use of AI-generated guidance to support Competence and Commitment (C&C) applications.

The pilot will test two hypotheses:

1. That applicants, particularly those without access to a mentor, benefit from structured AI-generated feedback on draft C&C responses before submission
2. That the accuracy and value of this feedback can be improved through review and validation

Applicants will submit draft responses, which will be assessed using an AI tool based on IChemE applicant and reviewer guidance. Advisors will review the AI-generated feedback to ensure it is accurate, relevant, and aligned with professional standards. Where needed, they will refine the feedback before it is shared with applicants.

This role does not replace mentoring, which remains important for longer-term development, nor the need for applicants to engage with published guidance. The pilot aims to refine the AI tool so it can eventually support members directly.

2. What you will be doing

Main duties:

- Review and validate AI-generated feedback on draft C&C responses against IChemE guidance and standards
- Identify inaccuracies or gaps and provide clear corrections to improve the feedback
- Ensure outputs reflect appropriate expectations for the relevant membership grade
- Work with the IChemE team to refine and improve the tool's accuracy and consistency
- Provide insights on common issues and areas for further development

3. About you

You will be:

- A Chartered Chemical Engineer and CEng registered
- An experienced Professional Reviewer
- Mentoring experience is highly useful

4. How you will benefit

There are many benefits to volunteering in the professional reviewer role, including:

- assist IChemE in investigating the potential uses of AI in a secure and controlled manner
- an opportunity to support global early career engineers in their journey to becoming Chartered
- maintain the global standards of chemical engineering profession and IChemE
- volunteering contributes to your continuing professional development (CPD)
- exposure to technical developments that may be outside of your own experience

5. Time commitment

Estimated 5 hours per quarter, for two quarters.

6. Period of appointment

Initially c. 6 months – pilot duration

7. How to apply & appointment method

Please apply using the “apply now” button on this advert on the website. The volunteering team will be in contact with further information.

8. Induction & training

Initial training via online webinar which covers the role in general and the use of the AI guidance tool, which is very straightforward and does not require prior knowledge.

Supplementary:

Update training will be provided at least every three years. Other standard volunteer training, eg GDPR training, will be required.

9. Further information

Expenses for the activities:

There are no expected expenses for this role. Any expenses must be agreed in advance.

Is the role location specific?	No
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For further information please contact volunteer@icheme.org

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Date: April 2026