

Recruitment Policy

Aims

Youth@Heart aims to recruit the best possible candidates for posts and by adhering to this Recruitment policy, we ensure that our practices reflect good practice and are free from bias and discrimination.

Objectives

The charity recognises that it is unlawful for an employer to discriminate against a candidate for a job because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics) in any part of the recruitment process.

Given the ethical nature of Youth@Heart significant weight will be given to character and suitability, understanding the aims of the charity and to 'fit in' within the small team working environment.

All procedures listed in the **Context** section of this policy are in accordance with our **Safer Recruitment** statement as listed in the charities **Safeguarding Policy**

Context

This policy relates to all stages of recruitment - from identifying the need for a post to taking up references of the successful candidate.

Identifying a Need

An analysis of the requirements of the role and the approval of the process will be made by the Trustees and Operational Team.

Prior to any recruitment, decisions will be made about the following:

- recruitment budget available (for advertising etc.)
- staff budget available to support contractual hours required
- whether the post can be part time/ full time/ job share
- permanent or temporary contract
- timescales and key dates, including closing date for applications, and interview dates
- advertising media to be used
- application format

Advertising

Existing staff are advised they are always able to apply for any new posts.

Advertisements will contain information on the following:

- name of organisation and post title

- location of post and type of contract
- a contact name and details to request further information
- closing date for applications
- funders of the post (if applicable)
- how to apply for the post

Receipt of Application

- applicants will receive an email to thank them for their application and will be given an indication of when they will be notified if they are being asked to interview. (Provided their email details have been given).

Shortlisting and Notifying Candidates

The process for shortlisting candidates for interview is as follows:

- each application will be assessed for suitability against the job description and person specification

Shortlisted candidates will receive

- the date, time and location of interview
- the format of the interview (e.g. interview questions, presentation, or test)
- request for information about any adjustments to attend the interview is at the charity's discretion.

The Interview

- in deciding the interview format, the Trustees and Operation Team will consider the most appropriate way of testing the suitability of the candidates.
- roles of the panel will have been decided prior to the interviews. All candidates will be treated equally.

The interview preparation process will therefore be:

- selection and briefing of interview panel and agreeing roles
- deciding upon format of interviews to provide the most appropriate ways of testing the candidates (interview, practical test, discussion group, presentation)
- conducting interviews equitably and with reasonable adjustments made to the process and environment to provide access for all candidates
- deciding upon the format for briefing candidates about the organisation
- giving opportunities for candidates to ask questions
- informing candidates of timescales for making decisions
- clarification of information in the candidate's application (e.g., any gaps in employment and confirm factual information relevant to the job role).

Making a Job Offer

The process for making the job offer to the successful candidate is as follows:

- an agreed member of the interview panel will, whenever possible, contact the successful candidate and make a verbal offer of the job subject to satisfactory references and securing an enhanced DBS.
- a start date will be agreed, and the offer will be confirmed in writing (subject to satisfactory references and enhanced DBS)
- an offer letter will be issued.
- Period of probation.

References

References will be taken up prior to the successful candidate starting in their new post. Referees (not family members) will be asked to respond to provide information on: Length of time they have known the candidate, in what capacity, their opinion on the suitability of the candidate to the post (include a job description) honesty, capability. Should a reference prove to be unsatisfactory Youth@Heart will review their offer and consider whether or not to withdraw the offer of a job.

The Recruitment Policy and the Procedures detailed above were agreed and ratified at a meeting of the Board of Trustees on:

Name:.....

Signed:.....

Date:.....

Review Date	April 2020
Reviewed By	Trustees