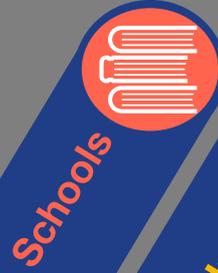




Recruitment Policy Trustees



Schools



Inclusion



Football

Together Everyone Achieve More



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Statement from the Board:

The Board of Trustees have endorsed this Document and have agreed that this pack is an accurate reflection of their duties and the trusts action plans and missions. Part of the philosophy of the Trust is our commitment to the provide a diverse range of activities to support and develop our local community. This stems from the expectations of our Board who believe that all staff, volunteers, parents, participants and partner organisations should be committed to providing a safe environment to play learn and develop for all. This Document is only part of what we believe contributes to this within our sessions and within our community.

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Section 1 - Introduction

Bury FC community trust aims to provide the local community with the best possible Trustees. Through our recruitment policy we make sure that we employ the best possible person for the job and aim to do this in the following ways; Qualified volunteers, Background checks and continuous development. Furthermore the success of The Trust relies on its ability to attract the best volunteers available. Recruitment methods must be fair, efficient and effective.

The trustee recruitment policy has been established to ensure The Trust has the opportunity to attract the best available volunteers for all vacant positions. This policy relates to employment of Trustee volunteers.

1.1 The Policy

The Trust is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant trustee positions.

The Trust will ensure it has the best opportunity to attract the best available volunteer trustees by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.

The Trust will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

The Trust will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

The Trust is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect The Trust's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

1.2 Responsibilities

It shall be the responsibility of the chairperson of the board (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of board of trustees and the management to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Volunteering levels for the board are determined and authorised;
- All roles have current position descriptions that specify role requirements and selection criteria.

It is the responsibility of the chairperson to ensure that:

- All trustees and management are aware of their responsibilities in the recruitment and selection process;
- Trustees and management are given continuous support and guidance in regards to recruitment and selection issues.

1.3 Qualified Volunteers

It is imperative for the development of community trust and the sports and activities we deliver, that all our staff and volunteers at all levels within trust hold a relevant recognised qualification suitable to the job role they are undertaking. Trust trustees do not require specific qualifications however Trustees do require qualification to match their specific field of work (Eg Health and Safety officer requires Health and safety qualification).

All staff (not trustees) are also required to hold an in date child protection and first aid certificate.

1.4 Background Checks

When recruiting the Trust should always follow best practice and procedures and should adhere to their own policies and procedures.

The following should always be done when recruiting new staff to find out more about their background and qualifications;

- Potential staff should be required to complete an application form or CV identifying experience, qualifications and references.
- potential staff should be required to attend and interview by the line/operations/trust Manager.
- Potentials staff should be able to provide proof or qualification through certificates and course attendance.
- Potential staff should provide relevant information to complete DBS checks.

Section 2 - Recruitment

When recruiting the Trust should always follow best practice and procedures and should adhere to their own policies and procedures.

The following should always be done when recruiting new trustees to find out more about their background and qualifications;

- Potential trustees should be required to complete an application form to identifying experience, qualifications and references (see Induction pack).
- Potential trustees should be required to attend a trustees meeting to be interviewed.
- Potential trustees should be able to provide proof of qualification through certificates and course attendance (if required).

2.1 Pre-Recruitment Activities

When it becomes necessary to recruit for a position, Trustees should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the Community Manager and the Trustees. Once the new position description or amendments have been drafted, it should be forwarded on to all trustees and, if appropriate, approved by the Community Manager. Selection criteria will be drawn up based on the basis of a position statement.

Where the position description is for a new role, the Community Manager and Trustees will review and evaluate the position and draw up a position statement that will then, if appropriate, approved by the Board.

2.2 Direct Internal Appointments/Promotions

In situations where a Manager wishes to promote an employee who meets the specific selection criteria for the vacant position into the internal vacancy, the appointment must be authorised by the Trustees.

2.3 Internal Advertising

Where appropriate, The Trust will advertise all vacancies internally.

Exceptions to this rule may occur when:

- The position is of such a specialised nature, and / or appropriate skills are not available within the organisation; or
- There is a need to make a direct appointment or promotion into the vacant position.

All internal applicants should forward a current copy of their resume, together with covering letter, to the board for acknowledgement, consideration and processing.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position by the relevant trustees.

2.4 External Advertising

Where a position cannot be filled internally or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks, on relevant websites, and through local employment services.

Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by the Board.

If required, the Operations Manager will prepare an appropriate recruitment advertisement for the position and submit it for review and approval by the board. The Operations Manager will administer the placement of the advertisement and monitor applications received.

2.5 Use of Recruitment Consultants

Where deemed appropriate, external recruitment consultants may be used for recruitment purposes. It remains the Board's responsibility to ensure that the recruitment consultant adheres to The Trust's recruitment and selection policies.

2.6 Screening Applicants

If a recruitment consultant has been engaged to recruit for a position, they will be responsible for screening the applicants.

Application forms must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

The trustees should consult with the Community Manager if they require any assistance with the selection process.

Where appropriate, but particularly in positions of financial responsibility, police checks may be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process.

References shall be sought, where appropriate, as set out in the organisation's References form. Previous employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

Any checks which may form part of the selection process should be conducted prior to issuing an offer of employment/volunteering.

2.7 Conducting Interviews

The short-listing and interview process will be conducted by the trustees which will be appointed by and will include the Community manager at the trustees meeting.

If any interviewee finds that they are assessing any applicant where there is a perceived or actual conflict (eg. Where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

2.8 Reference Checking

The board are to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment/volunteer role being extended to a candidate. Details of the reference checks should be attached to the candidate's application for future reference.

2.9 New Starter Paperwork

If an internal candidate is selected, the board is required to notify the successful candidate and their Manager. If an external candidate has been selected, the board is to make a verbal offer to the candidate.

To authorise the commencement or transfer of an internal employee, the board must notify the Community Manager. The community Manager should ensure that all recruiting documents are completed and filed away.

The Community Manager will prepare a written letter of offer for the successful candidate. The letter of offer and or contract of employment will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee/volunteer.

Once the Community Manager has received the candidate's signed letter of offer, the Community Manager is to notify all unsuccessful candidates. If an external recruitment agency has been used, the Community Manager is to notify the agency, who will notify the unsuccessful candidates.

The Community Manager is responsible for liaising with the other Manager to ensure that the necessary documentation, equipment and access privileges are prepared for the new employee/volunteer.

The Manager team will forward an induction kit to the new employee/volunteer for their completion.

2.10 Records and Correspondence

All contact regarding the position is to be directed through the head office, with all applications marked "Confidential" and posted to the Community manager.

Letters/emails of acknowledgment should be posted to all applicants prior to the short-listing of final suitable applicants. Short-listed but unsuccessful applicants should be advised that their application will be retained by the Human Resources Department for future reference, unless the applicant advises otherwise.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be sent a written letter advising them that their application has been unsuccessful.

Section 3 - Quality Assurance

3.1 Induction Policy

This policy must be followed to ensure all new Bury FC community trust employees/volunteers or those who have transferred to a new role internally are made aware of the requirements of their role, policy/procedure, legislation, expectations and any restrictions. All new employees/volunteers should meet everyone involved in their role.

The induction is to help a new starter / volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed as soon as is practicable. Complete the form by entering the instructors/coaches initials and the date alongside each item as the information or documents are given to the volunteer. If the induction is carried out by one instructor/coach only and all on the same day, leave these columns blank and complete the signature section at the bottom of the form.

Aims of Policy;

- ensure all induction processes take place within the first board meeting (where possible).
- ensure all new employees/volunteers meet (where possible and appropriate) with each department and area of the business by the second board meeting.
- ensure all employees are notified of new starts as soon as possible

This policy applies to all Bury FC community trust employee's including permanent, contract and temporary staff and volunteers such as trustees.

Guidelines;

- Following selection of a new employee/volunteer, the community Manager will complete the New Employee/Volunteer Checklist.
- The community Manager will then arrange for the following prior to the new employee's first meeting: IT Service/Equipment Request, Arrange access to relevant systems (E-Mail, Views, etc), Order branding clothing/kit (where appropriate), Schedule in induction meetings to address the induction needs, for their first two board meetings.
- On new trustees first meeting, the community Manager will: Go through Induction Checklist, Issue IT equipment, Issue mobile phone (where applicable), Issue branding clothing / kit, Issue any other work equipment required, Issue ID badge, Issue access fob and keys (where applicable)
- On completion of induction, the community Manager and the Trustee will sign the checklist and any outstanding documentation and return to Operations Manager for recording purposes.

Key Responsibilities in this process;

Community Managers are responsible for ensuring all new starts receive a full induction and for ensuring induction records are regularly maintained and all relevant paperwork is complete.

3.2 Volunteer Development

With policies, procedures and best practice continuously changing we as a trust are aware that volunteers will continually need to be unskilled, refreshed and developed. As a minimum requirement trustees will need to maintain the following;

Every year - to re-read and update knowledge on any changes to policy and procedure within the trust. Also to attend on CPD or extra course a year.

When needed - if there is any change to a volunteer role or position they require the appropriate qualification needed.

Sign Off Sheet

This policy was constructed on behalf of the community trust to help manage and deliver our aims and objects as a Charity in a sensible and responsible manner.

All trustees and senior management staff will be asked to read through this documentation to make sure that they are acting in a way that best suits the needs and development of the community trust.

The Chairman of the trust and the Community Manager will sign below to say that they have fully understood and agree with all content within this document and will do their utmost to make sure the Trust as a whole follows and buys into the targets and philosophies mentioned throughout.

Trust Chairman

Signature: _____

Printed Name: _____

Date: _____

Trust Community Manager

Signature: _____

Printed Name: _____

Date: _____