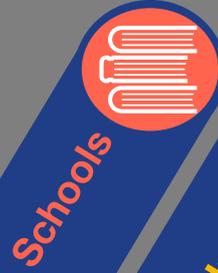




# Recruitment Policy - Staff



Schools



Inclusion



Football

Together Everyone Achieve More



# Documents Details

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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 as it is key that all information in communicated effectively to everyone.

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# Section 1 - Introduction

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Bury FC community trust aims to provide the local community with the best possible coaches and staff. 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 staff, Background checks and continuous development. Furthermore the success of The Trust relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient and effective.

The staff recruitment policy has been established to ensure The Trust has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers other than the CEO.

## 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 positions.

The Trust will ensure it has the best opportunity to attract the best available staff 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 **Community Manager** (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of all staff to ensure that:

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

It is the responsibility of the community manager to ensure that:

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

## 1.3 Qualified Staff

It is imperative for the development of community trust and the sports and activities we deliver, that all our staff at all levels within trust hold a relevant recognised qualification suitable to the job role they are undertaking. We have three key job roles within the trust that require specific qualification;

- Teachers Require to hold a teaching qualification equivalent to the level in which they are teaching at
- Coaching staff require to have a minimum of level 2 qualification in their specific sport plus AFPA were relevant
- Admin require qualification to match there specific field of work (Eg Health and Safety officer requires Health and safety qualification).

The only acceptance to these rules are the apprenticeship staff who will be working towards these as part of their time at the trust.

All Staff are also required to hold an in date child protection and first aid certificate.

# Section 2 - Recruitment

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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 identifying experience, qualifications and references.
- potential staff should be required to attend and interview by the Community Manager.
- Potential staff should be able to provide proof of qualification through certificates and course attendance.
- Potential staff should provide relevant information to complete DBS checks.

## **2.1 Pre-Recruitment Activities**

When it becomes necessary to recruit for a position, Management 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 appropriate Manager. Once the new position description or amendments have been drafted, it should be forwarded on to Community Manager and, if appropriate, approved by the Board. Selection criteria will be drawn up based on the basis of a position statement.

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

Prior to commencing the recruitment process, the responsible Manager is required to gain approval from the Board or delegated authority.

## **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 appropriate Manager, and the approval is to be forwarded to the Community Manager.

## **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.

Upon receiving approval for the vacant position, Community Manager will advertise the available position internally. Internal advertisements should include the following:

- Position title;
- Outline of the position;
- Skills required for the role;
- Closing date for applications.

All internal applicants should forward a complete form, to the applicable manager 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 Manager.

## **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 Community Manager.

If required, the Management team will prepare an appropriate recruitment advertisement for the position and submit it for review and approval by the board if appropriate. The Management team 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. The Recruiting Manager should contact the Community Manager for assistance in engaging the services of recruitment consultant.

It remains the relevant Manager'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.

Resumes 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.

Managers should consult with the Operations Manager if they require any assistance with the selection process.

Where appropriate, but particularly in positions of financial responsibility or in dealing with vulnerable clients / children, 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 Policy. 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.

## **2.7 Conducting Interviews**

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the Community manager or their nominee and the relevant manager or supervisor for the position.

If any member of staff 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**

Managers are to ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment 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 Manager is required to notify the successful candidate and their Manager. If an external candidate has been selected, the Manager is to make a verbal offer to the candidate.

To authorise the commencement or transfer of an internal employee, the Manager must notify the Community Manager and provide confirmation of the panels approval. The Manager should ensure that all recruiting documents are completed and returned to the Management team for filing.

The Management team 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.

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

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

The Community Manager will forward an induction kit to the new employee for their completion.

### **2.10 Records and Correspondence**

All contact regarding the position is to be directed through reception, 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 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

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## 3.1 Induction Policy

This policy must be followed to ensure all new Bury FC community trust employees 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 should meet with each department as part of their induction.

Aims of Policy;

- ensure all induction meetings are planned and scheduled in the new employees diary prior to their first day of employment (where possible).
- ensure all new employee's meet (where possible and appropriate) with each department and area of the business within the first three months of employment.
- 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. It applies to new recruits and staff transferring into other departments.

Guidelines;

- Following selection of a new employee, the Line Manager with the Community Manager will complete the New Employee Checklist. The community Manager upon receiving this will issue the contract of employment.
- The Line Manager will then arrange for the following prior to the new employee's first day: 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 of the new start, for their first day, week and month of employment.
- On new employee's first day, the Line Manager or 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, Arrange a date for setting objectives and initial performance review, Issue ID badge, Issue access fob and keys (where applicable)
- On completion of site induction, the Line Manager and the employee will sign the checklist and any outstanding documentation and return to Community Manager for recording purposes.

Key Responsibilities in this process;

Line Managers are responsible for ensuring all new starts receive a full induction.

Community Manager is responsible for ensuring induction records are regularly maintained and all relevant paperwork is complete and contract issuing.

## 3.2 Staff Development

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

Every 3 years - Child protection, First aid and DBS. These are minimum industry requirements and are to be renewed at the expense of the employee.

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

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

# Section 4 - Interview

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The purpose of an interview is to provide and obtain information that will assist in making a decision about a candidate's suitability.

Whilst each interviewer will develop their own interviewing styles, there are a number of essential characteristics of an interview that must be present in all interviews.

## **Prior to Conducting the Interview**

Review the candidate's application before commencing the interview. This will help you feel more comfortable when the candidate arrives.

Review the similarities or differences in qualifications relating to the performance factors of the job, including:

- education or basic paper qualifications for the job;
- related work experience and areas of specialisation;
- additional experience (such as special interests or volunteer activities) in which the candidate might have developed skills related to the position.

## **Conducting the Interview**

Asking questions is an important part of the interviewer's role; it is not, however, their only responsibility. A good interviewer must also:

- reduce communication barriers;
- maintain control of the interview;
- ensure that the candidate reveals what the interviewer wants to know, not simply what the candidate wants to tell; and
- create a friendly, conversational atmosphere.

Having the candidate respond to questions and prompts will encourage them to do most of the talking while the interviewer ensures that all relevant topics are covered. The interviewer may be required to ask a question a second time by re-phrasing it or by returning to a particular topic at a later point in the interview.

While each interviewer develops a particular style, the following steps provide a useful guide to the structure of an interview.

### **Step 1: Set the Stage**

It's important to create an interviewing environment that allows a candidate to put their best foot forward. An interviewer will be able to gain more information in a comfortable setting and the candidate will be left with a favourable impression of the organisation.

- Make arrangements for a private meeting room in which to conduct the interview.
- Do not allow interruptions (e.g. telephone calls etc.).
- Interviews are more comfortable if conducted in an informal "around the table" setting rather than across a desk, particularly when more than one interviewer is involved. Position the candidate so that they can comfortably direct conversation to anyone in the room.
- Introduce yourself and all members of the interview panel to the candidate (the panel members may prefer to introduce themselves).
- Body language should be relaxed and open.
- Be friendly and courteous throughout the interview. The tone should be like a slightly structured conversation.
- Sometimes it helps to begin by entering into a general conversation, for example talking about the organisation and then asking the applicant to give a summary of their background.

### **Step 2: Outline the Agenda**

Outline for the candidate the structure that the interview will take. This will help them to relax and will put the interviewer in control of what is to follow.

- Identify areas to be covered (e.g. the duties and responsibilities involved in the job; the candidate's education and experience and how they relate to the position; the use of hypothetical situations).

- Suggest the length of time that the interview is expected to take, and any additional time that might be spent touring the work site etc.
- Provide the candidate with a description of the duties and responsibilities of the job and an overview of the workings of the organisation.
- Avoid confusing or overly technical language. Don't oversell the job or mislead the candidate about the actual duties and responsibilities involved or the future growth expectations of the position.
- Advise the candidate that there will be an opportunity later in the interview for them to ask questions or add information that may not yet have been covered.

### **Step 3: Gather Information**

Following core questions will provide structure and should take up most of the interview time; however, some flexibility is necessary to allow for follow-up questions and for questions that will arise out of each candidate's documentation. This helps to create a comfortable, relaxed tone.

Listen for evidence of both positive and negative behaviour and focus on one specific performance factor at a time. Analyse how well those behaviours and skills would carry over to the position.

The interviewing process may take some time to master, but it can be extremely effective. Probing is particularly necessary when there are gaps in the candidate's life/work history, when inconsistencies appear or when the candidate changes the subject or is evasive.

### **Step 4: Welcome Added Information and Answer Questions**

In the later stages of the interview, the candidate may have specific questions about the job, department or the organisation itself. A detailed discussion should be reserved until this point, so that the candidate won't simply tailor their answers to suit the position. This is a good time to probe for more detailed information, such as:

- "Now that I've described the job, do you have any relevant skills that we haven't yet heard about?"

Thank the candidate for coming to the interview and explain the time frame for decision-making and what the next step in the process will be.