

Park Centre Burgess Hill CIO Recruitment Policy

Reviewed 15th December 2023

Signed

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Park Centre Burgess Hill CIO

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Contents

Policy Statement	2
Recruitment Aims	2
Recruitment	3
Disclosure and Barring Service Disclosure Checks	3
Advertising/attracting applicants	3
Selection.....	4
Interviewing	4
Assessment	4
Confidentiality.....	4
Inviting Candidates to Interview	5
Prevention of Illegal Working Policy	5
Appointment.....	5
References and Disclosures	5
First Day of Employment.....	6
Probationary Period	6

Policy Statement

PARK CENTRE BURGESS HILL CIO recognises that having the right people in the right place at the right time is crucial to the organisation’s performance and improving trust and confidence in achieving our objectives.

This procedure applies to the recruitment by PARK CENTRE BURGESS HILL CIO of all employees who will be on permanent contracts or fixed-term contracts, but not to the selection of temps, volunteers nor consultants.

This policy will be reviewed regularly to ensure that PARK CENTRE BURGESS HILL CIO keeps up to date with changes in the law and that we take account of any appropriate feedback received from new recruits or unsuccessful applicants.

Recruitment Aims

Through its recruitment procedures PARK CENTRE BURGESS HILL CIO aims to:

- have a fair, consistent, and transparent approach to recruitment.
- recruit the right people with the right competencies into the right jobs
- have recruitment processes that are cost and time effective
- ensure there is equality of opportunity in all recruitment
- have an objective and fair selection
- comply with all relevant employment legislation and codes of practice
- carry out recruitment in a professional manner and within an agreed framework and process

The organisation's Equality Policy applies to all recruitment process and must be complied with at every stage of the recruitment process. This means that prospective applicants should not be discriminated against either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, cultural or religious beliefs, disability and age. In addition, candidates should not be discriminated against based on pregnancy.

Recruitment

Before any vacancy can be advertised, it is necessary for the Recruitment Manager to obtain formal authorisation from the Chair or for senior posts from the Trustees.

Before a vacancy is advertised the following information should be prepared by the Recruitment Manager and then agreed by the Chair:

- An updated job description
- A person specification
- Draft advertisement
- Recruitment timeline and roles and responsibilities
 - Short-listing panel
 - Interviewers
- Job packs for upload to our website.

The job description should accurately reflect all elements of the post. Where a job description already exists for the vacancy then it should be reviewed to ensure that it still accurately describes the role and should be updated where necessary.

The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience that are required for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when drawing up the person specification to avoid including criteria that may have the effect of indirectly discriminating against certain groups of applicants.

Disclosure and Barring Service Disclosure Checks

PARK CENTRE BURGESS HILL CIO meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 and all applicants who are offered employment will be subject to an Enhanced DBS check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

The Designated Safeguarding Lead and the Safeguarding Officer will review any disclosures resulting from the DBS that have details of any previous convictions or Barred List checks. PARK CENTRE BURGESS HILL CIO will err on the side of caution and any disclosures that indicate significant risk to the children in our care will result in a termination of an appointment.

Advertising/attracting applicants

In normal circumstances posts should be advertised both internally and externally thus allowing career development opportunities for existing employees whilst fulfilling equal opportunities requirements and potentially enhancing the diversity of the workforce.

All posts are advertised on our website and in other appropriate media e.g. recruitment websites, Job Centres and in the local press.

Employees who have been acting-up in a position that subsequently becomes vacant will have to apply for the position when it is advertised. In such cases the position is likely to be advertised on an internal basis only.

Selection

Candidates will only be shortlisted for interview if they are deemed suitable by the Recruitment Manager and the shortlisting panel. There is no set number of candidates who must be short-listed. The number will depend on the quality of the candidate's application and practical considerations, such as the time available for interviews. If none of the candidates meets over 50% on the essential criteria, the post may be re-advertised. The individual short-listing forms will be retained with one complete set of application forms for 12 months.

Interviewing

The interview must be conducted by a panel of a least 2 people and will normally include the Recruitment Manager and another manager or Trustee. Where appropriate the panel may also include a Trustee and a young person. All interviews for one post must be conducted by the same panel.

All candidates will be asked a standard format of questions, which will have been decided by the interview panel prior to the interviews and reviewed by our external HR support to ensure their suitability. All questions must be related to the role requirements and the candidate's suitability to undertake the role. Follow up questions should be asked to explore and probe the candidate's knowledge fully.

All candidates will be asked these questions and a scoring system will be used for selecting the successful candidate.

All information gathered during the interview process will be stored securely in line with the organisations Data Protection Policy.

Further interviews may be necessary, they may be planned at the outset of the recruitment process, which may be of particular relevance to very senior posts, or follow on from first interviews, either as a result of panel members feeling they have not gathered sufficient information about any of the candidates and wish to re-interview them all, or where the panel is unable to decide between the top candidates and wishes to re-interview a number of them.

In all cases, the process will be the same as for first interviews: questions will be devised in advance that relate directly to the Job Description and Person Specification and reviewed by the HR team.

Assessment

An assessment such as a presentation or situational task may form part of the interview process if such assessments is used it should relate directly to the role in line with what has been outline in the job description.

Confidentiality

All application details are treated with the utmost confidentiality. It is the responsibility of the Youth Worker in Charge to ensure that suitable arrangements are made for confidentiality to be maintained.

Inviting Candidates to Interview

The Recruitment Manager will send a written invitation to those candidates who are to be invited for interview at least 5 working days in advance of the interview date except in exceptional circumstances. The invite will include a statement that relates to criminal convictions and other associated information being discussed after the interview with the successful candidate. All applicants called to an interview must also be asked to bring specified documentation with them to the first interview.

Prevention of Illegal Working Policy

PARK CENTRE BURGESS HILL CIO are required by law to ensure that all our employees are legally entitled to work in the U.K and are not subject to any immigration control which would prevent them from working for us. It is a criminal offence, under section 8 of the Asylum and Immigration Act 1996, to employ someone aged 16 years or older who does not have permission to be in or to work in the United Kingdom.

We will not be liable for contractors undertaking work on our behalf or the genuinely self-employed.

PARK CENTRE BURGESS HILL CIO will never assume that an applicant has permission to work in the United Kingdom regardless of his or her appearance, accent or background.

Identity Checks

As part of the interview process, we will inspect original document/s produced by the applicant as evidence of their right to work in the United Kingdom. We will also check the authenticity of documentation provided. We will make a photocopy or a scan of the whole of the document/s produced. We will not keep the original documentation for any longer than is necessary to obtain a copy.

We will retain the copy of the documents for successful candidates and store them securely in line with the organisations Data Protection Policy. Any copies not required will be shredded securely.

Appointment

Once the successful candidate has been selected all applicants should be written to as soon as possible by the Recruitment Manager. The successful candidates will be contacted by the Recruitment Manager to offer them the role, subject to references, DBS Disclosure and right to work checks being satisfactory to PARK CENTRE BURGESS HILL CIO. The offer letter will state the specifics of the job (subject to reference and Disclosure) and including all relevant documentation. The unsuccessful candidates who attended an interview will be notified and offer the opportunity to receive panel feedback.

References and Disclosures

It is PARK CENTRE BURGESS HILL CIO's policy to take up a minimum of two references on all potential employees, to check all employees using the Disclosure and Barring Service and to carry out checks on the individual's right to work in the United Kingdom.

The Recruitment Manager will carry out the Disclosure check and will follow up any queries on the individual's right to work in the UK if the check at interview stage was not conclusive.

The recruitment manager will also send the appropriate standard written reference request to referees. Information sought from referees should be structured around the requirements of the job and the job description should be provided.

Referees should not be contacted without the candidate's consent.

The information provided should be treated as confidential and should be used only to verify information collected through the selection process. It will be held on record and stored securely in line with the organisations Data Protection Policy.

First Day of Employment

Preparations should be made for the arrival of the new entrant well in advance, for example, arrangements should be made to provide desk, equipment, etc. It is the responsibility of the recruitment manager to make such arrangements.

It is important to introduce new employees to their new workplace and colleagues at the earliest opportunity.

New employees will need to bring specific documentation or information that needs to be produced on the first day and to complete the New Starter Form. This documentation may include:

- P45 tax form
- birth certificate (where appropriate)
- passport or national identity card
- work permit (where applicable)
- national insurance number
- personal contact details
- bank detail
- details of emergency contact and how they may be reached

Probationary Period

All new employees are appointed subject to a probationary period of three to six months which will be specified in the offer letter. During the Probationary Period the performance and suitability for the role will be reviewed monthly.

It is the line manager's responsibility to carry out the monthly review and make a record of what was discussed. A copy of this must be stored on PeopleHR

PARK CENTRE BURGESS HILL CIO reserves the right to extend the probationary period should it be considered necessary by the organisation in the light of any review during the probationary period.