

Felixstowe Youth Development Group



Policy Number 8

RECRUITMENT POLICY

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Approved by _____ David Rowe
Chair of Felixstowe Youth Development Group

Registered Charity Number: 1102380

Registered Address: 2nd Floor, 54 Cobbold Road, Felixstowe IP11 7EL

FELIXSTOWE YOUTH DEVELOPMENT GROUP

RECRUITMENT POLICY

1 INTRODUCTION

Felixstowe Youth Development Group (FYDG) is the Umbrella organisation to which Level Two is a trading name.

2 POLICY STATEMENT

2.1 FYDG seeks to recruit high quality, committed and effective Management Board Members (MBM), staff and volunteers using a fair, honest and open process.

2.2 We aim to maintain and develop an organisation whose people are:-

- Professional and effective
- Motivated and fulfilled
- Knowledgeable and committed
- Offered support for personal & professional development
- Reflective of the communities we serve
- Committed to safeguarding children, young people and vulnerable adults

2.3 The application of this Policy will ensure a consistent best practice approach to recruitment & selection. It has been drafted in accordance with all legal requirements.

3. SCOPE

This Policy alongside the procedures applies to all employees & volunteers of FYDG.

4. PRINCIPALS

- Employees involved with the recruitment & selection process are given adequate training & support.
- FYDG recruitment procedure is consistently followed by those with a responsibility for recruitment & selection.
- There are clear job descriptions, and objective person specifications for every job.
- The jobs are advertised at a pay rate / grade which has been established through job evaluation.
- Vacancies should reach as wide a pool of potential applicants as practicable.
- All appointments will be made on merit.
- All new employees will be offered an induction that is suitable & relevant to the nature of their post.

5. EQUALITY & DIVERSITY STATEMENT

FYDG is committed to taking effective action to eliminate discrimination & to promote equality of opportunity & diversity in all that it does, both as an employer & as a service provider. We believe that all people are entitled to be treated with dignity & respect & we are determined to ensure that our employees, volunteers & everyone entitled to use our services receives fair & equitable treatment.

In applying this policy, FYDG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity & provide for good relations between people of diverse groups, in particular on the grounds of characteristics protected by the Equality Act 2010.

6. REVIEW

This policy will be reviewed every 3 years. Where a review is necessary due to legislative changes, this will happen immediately.

RECRUITMENT PROCEDURES

1. STARTING THE RECRUITMENT PROCESS

Once you have decided to recruit to a post you will need to consider how you will conduct your recruitment. These procedures are designed to help guide you through the recruitment process.

Right from the very outset you should have a clear plan about how you want the recruitment process to work & the outcome you want from it. This will include where you want to advertise the vacancy, how you wish the job advert to be worded, a clear & concise job description, a clear & concise person specification, know what dates the shortlisting process & interviews will take place & know who will be involved in the shortlisting process & on the recruitment panel.

2. THE JOB

It is the recruiting manager's responsibility to thoroughly review the job title, job description & person specification prior to advertising the post to ensure it accurately reflects the job role that is being advertised.

Potential applicants will then have a clear idea of the role they are applying for, the knowledge, skills & behaviours they will need to demonstrate in order to be successful in their application & the expectations of them if they are successful.

Job Description

You should review the job description. The job description should accurately reflect the day to day role & responsibilities expected of the post holder & should complement the job title. It should highlight very clearly & concisely the key components & purpose of the role. It should be written in clear, easy to understand English.

The job description should also provide an accurate guide as to the level of responsibility, authority to act, delegations & the degree of management or supervision required within the role if applicable.

Person Specification

Once you have an up to date job title & description you will be able to produce the person specification for the role. The person specification needs to accurately reflect the job title & job description by clearly stating the knowledge, skills, abilities, experience, competencies & behaviours that the job holder will require in order to effectively carry out the duties & tasks listed in the job description.

The person specification should include both the essential & desirable criteria.

3. THE JOB ADVERT & ADVERTISING PROCESS

First draft the job advert ensuring the wording is clear & concise, avoiding any jargon. Include the essential elements of the job description & person specification.

The advert should include:-

Job Title; Salary; Brief overview of the job (optional); Selection process; Closing date; Date for interview; Details on how to apply.

The application pack should include:-

Covering letter, Application form (appendix A), job description, Person specification, Overview of Level Two, Overview of the post.

4. **SHORTLISTING**

The shortlisting process should happen as soon as possible after the closing date of the vacancy. The shortlisting panel should consist of at least two people, preferably both genders & must be the same as those involved with the interview selection process. At least one must have the relevant technical knowledge of the job & ideally one is a Board member (except for volunteers & sessional staff). Panel members need to agree a scoring system & then score each application separately before comparing scores.

Score against the “essential” criteria first. Only go to the “desirable” criteria if there are a high number of candidates meeting the essential criteria.

Ideally applicants who you invite to interview will have met all the essential criteria. If the person specification requires a particular qualification or level of knowledge you should ensure all candidates invited to interview meet these essential criteria.

If there are a high number of candidates meeting the essential criteria pick the highest scoring applicants up to a (recommended) maximum of 6 for the interview/selection process.

Contact the candidates chosen for the interview/selection process as soon as possible, giving them adequate notice of the interview.

5. **THE INTERVIEW SELECTION PROCESS**

At the start of the interview process the interview/selection method should have been planned & it is now time to put this into action. You know what you are looking for in the successful applicant. Plan your selection methods so they give the candidate the best opportunity to display their ability in practice, in relation to the essential criteria of the person specification. As part of the interview process it would be our normal procedure to observe the applicant at a session.

Some selection methods to consider are: -

- Competency based interviews
- Attending a session
- Personality Profiling
- Observation of skills

The interview/selection panel will be the same as the shortlisting panel. Prior to the interview/selection process meet up to agree roles on the day, questions to be asked & what might constitute a model answer.

Ensure that the questions that you ask or activities you use as part of a selection process, have a specific purpose & relate directly to the knowledge, skills, abilities that are documented in the job description.

Agree how you will score each candidate. It is important you demonstrate consistency. Decide if you want to “weight” certain criteria that reflect higher value within the context of the job.

6. **CONDUCTING THE INTERVIEW**

If appropriate a young person will join the panel at this point in the process. In order for the interview/selection process to run smoothly each panel member is required to have a copy of the interview schedule, application forms, job description & person specification, a scoring matrix & a copy of any intended questions & model answers.

Ensure the environment is set up so it is conducive to both the interviewers/assessors & candidates to perform to the best of their ability. Have a glass of water available for candidates.

At the start of the interview the Chair should introduce themselves & the panel & give a general overview of what the process will be.
Ensure you give the candidate s clear instruction for any task & allow them the opportunity to ask questions to clarify what is required of them.

When asking questions in an interview format, allow the candidates “thinking time”. Use the same set of questions for all candidates but feel free to probe further if need be.
Always invite candidates to ask questions at the end of the interview.

Panel members should make clear legible notes & independently score each candidate against the essential & desirable criteria. These scores & notes will then be used to select the successful candidate at the end of the interview/selection process.

It is your responsibility to check, copy & or validate a candidate’s documentation e.g. qualifications, driving license, eligibility to work in the UK,

7. SELECTING THE SUCCESSFUL CANDIDATE

Discuss & compare your notes for each candidate. Select the successful candidate against the “essential” criteria first. Only take the desirable criteria into account if scores are level & you need a tie-break.

8. APPOINTMENT OF THE SUCCESSFUL CANDIDATE

Once you have made a decision, Chair of the panel should telephone the successful candidate to verbally offer them the job & agree a start date (subject to the conditions listed below.) Remember, a verbal offer & acceptance is a contract & cannot easily be withdrawn.

Out of courtesy, it is good practice to contact the unsuccessful candidates who attended the interview/selection process to inform them that they have been unsuccessful.

Any offer of employment is conditional which means it is subject to: -

- Satisfactory medical clearance (optional)
- Satisfactory references (see appendix B)
- Satisfactory DBS (criminal record) check

9. REDEPLOYMENT

Your recruitment process may include employees that are at risk of losing their job. Redeployment applies to all employees whose employment is at risk for one of the following reasons: -

- Redundancy
- Ill health
- Disability
- Expiry of a fixed term contract for reasons of redundancy

Where an employee is on a redeployment list, they will have priority assuming they meet the essential criteria.

Appendix A

JOB APPLICATION FORM

Please return completed applications to: Shez Hopkins, Project Manager,
Level Two Youth Project, 2nd Floor, 54 Cobbold Road, Felixstowe, Suffolk IP11 7EL.

Any queries: Tel. 01394-272521

e-mail: fydglevel2@btconnect.com

Complete all shaded areas in black ink

Job Title	YOUTH WORKER
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Personal details

Title (<i>Mr, Mrs, Ms</i>)	Date of Birth
Forenames	National Insurance No
Last Name	Home Tel.
Address	Mobile Tel.
Town	Work Tel.
County	E-mail
Postcode	

Do you have a disability / long term illness/pre-existing medical condition? **Yes** **No**

If "yes" please give brief details below.

If 'yes' are there any adaptations you require to attend interview?

DBS Registration number *

**Work at Level Two falls within the scope of the definition of a 'regulated activity'.
All applicants are legally required to be DBS cleared. Level Two will require you to undertake an
enhanced DBS check if you are successful at interview.**

WORK PERMIT

Please be aware that under the Immigration Asylum and Nationality Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Felixstowe Youth Development Group, Level Two Youth Project can confirm any offer of appointment.

Are you a UK/EEA Citizen? YES / NO (please circle)

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit? YES / NO (please circle)

If "No" please indicate the basis on which you are eligible to work in the UK.

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You may be asked to provide evidence of qualifications obtained

Relevant qualifications including dates & grades if appropriate

Relevant training and personal development *(State who provided training, duration and dates)*

Examples could include: short courses, skills training, external awards/activities, etc.

Current / latest employment

Name and address of current / most recent employer	Job title Current / latest salary and any benefits Weekly hours
Date started in post	Date of leaving <i>(if relevant)</i>
Notice required	Reason for leaving
Main duties, responsibilities & achievements	

Previous work and other relevant experience

Please list below a complete record of other employments and activities, either paid or unpaid. These should be in date order, starting with the most recent.

Dates		Name of organisation and nature of business	Job title / role with brief indication of main duties and responsibilities	Reason for leaving
from mm yy	to mm yy			

How you meet the selection criteria

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. Tell us about things you were responsible for and what you achieved. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include other information about why you want the job and anything else you wish to say. **Please include headings linked to the criteria on the person specification.**

References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the “no” boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up immediately after interview if you are successful. Felixstowe Youth Development Group operates a policy of open references. This means that you may read it, upon request.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

Name	Name
Address	Address
Tel no	Tel no
E-mail address	E-mail address
Employer or Personal?	Employer or Personal?
Organisation (if applicable)	Organisation (if applicable)
On agreeing to accept an Interview we will contact your referee's.	
Do you have a current driving licence?	Yes No

By applying for a post with FYDG, if selected for interview, we may conduct a search of social media and other internet sites. This will be conducted by a Panel member. The purpose of the search is to determine if anything in the persons past or current posts or history could pose a safeguarding concern or bring the project into disrepute. If anything is found the applicant will be approached requesting an explanation. The panel will then consider whether what has been found and the explanation disqualifies the applicant from the process.

Criminal convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are “spent”, as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, as you are applying for a job supervising, caring for or otherwise connected with children and young people, **you must always declare any convictions and/or cautions for criminal offences**, even where they are “spent”. A DBS check will be made for which you will be asked to sign a separate authorisation.

Details of criminal convictions *Please state **NONE** if appropriate.*

Declaration

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal. In submitting this form via email I confirm the above to be true, and understand that I will be asked to sign this form if invited to interview.

In submitting this form I give my consent for personal data to be processed in accordance with the Data Protection Act 1988.

Signed

Date

Appendix B

Reference Request Form – Essential Information Felixstowe Youth Development Group

Applicant Information

Name:

Job title whilst in your employment:

Start date:

Date of leaving (where applicable):

Reason for leaving:

Current or most recent salary:

Capacity in which you know the applicant:

Length of time you have known the applicant in this capacity:

Based on the job description, does the applicant's overall performance suggest that they are equipped to fulfil the responsibilities of the post for which they are applying? (if no, please explain):

Has the applicant been subject to any grievance or disciplinary cases at the time of leaving their employment? (if yes, please explain)

Have there been any issues relating to safeguarding raised against this person? (if yes please explain)

How many days of sick leave has the individual had in the last 12 months?

Over how many separate occasions did these absences occur?

Has their general attendance and punctuality been good? (if no, please explain)

Would you re-employ the applicant? (if no, please explain)

In your opinion, is there any reason why the applicant should not work with young people? (if yes, please explain)

Further information

Please comment on the applicant's:

1. Ability to build and maintain effective working relationships
2. Willingness to learn and develop professionally
3. Flexibility
4. Team working
5. Ability to use their initiative
6. Communication skills

Comment: