



RECRUITMENT POLICY EMPLOYEES & VOLUNTEERS

RECRUITMENT & SELECTION POLICY

1. Introduction

This document explains LIVEfree PROJECT policy on the recruitment and selection of volunteers / workers and all paid staff.

It will be made available on request to:

Applicants for vacancies within LIVEfree PROJECT and will be used by the Project Director who are responsible for recruiting volunteers / workers and paid staff, to ensure consistency.

All selection decisions will be based on skills, qualifications, experience, character and gifting.

2. Equality Commitment

- LIVEfree PROJECT believes that a person should be appointed in accordance with the vision and mission statements and Code of Conduct policy of the organisation.
- LIVEfree PROJECT promotes an ethos that is respectful of all persons.

3. Job Description

- When a vacancy arises a job appraisal will be carried out and the job description brought up to date.
- Job descriptions will be flexible and allow for reasonable adjustments to be made should persons with a disability apply.

The job description will include the following information:

- Title
- Overall role
- List of principal responsibilities and duties
- General duties such as attending internal meetings, representing LIVEfree PROJECT, preparing reports and statistics and undertaking training.
- Responsibility to work in a way that promotes an ethos that is respectful to all persons
- Who the position is responsible to – generally Program Coordinator
- The probationary period, usually being of a three-month duration

4. Person Specification

- The person specification is a statement of the specific skills, knowledge, experience and attributes required to undertake the tasks involved in the job. It will be used as a basis for selecting candidates to be short-listed and for the decision-making during the interview itself by providing known, appropriate, justifiable and agreed criteria.
- Criteria will be divided into those that are essential (candidates must have these) and those that are desirable (can be acquired after appointment)
- If formal qualifications are required and related to the job it will be stated in

- the person specification listing
- Full consideration will be given to all types and lengths of experience, including voluntary work experience
- Applicant will have participated in LIVEfree PROJECT life for a minimum of six months before applying for any roles above the award of a community wellbeing worker. Where the position has been advertised externally, 2 specific references will be required as per section 15 (References)

5. Advertising

Where posts are externally advertised, advertisements will be designed and placed to attract as wide a group of suitable applicants as possible. All advertisements will carry:

- LIVEfree PROJECT link to our organisational Values, vision, and mission statements
- Date of application closing
- Highlight that 'personal data' will be kept confidential and processed for the purposes of determining their suitability to the vacancy.

6. Information to Applicants

The following papers will be sent out to job applicants:

- Cover letter, including date of interview and named person who can discuss job with applicant
- Role description
- Values, vision, and Mission statements
- Background information relating to the post, if relevant
- A 'Help us get to know you better' form
- Details regarding Working with Children's Check requirement
- Details of any additional material the candidate will be required to bring on the day, such as photo identification
- Police check

8. Selection Panel

- A panel and not an individual will make all selection decisions
- There will be at least two people
- Generally, the panel will include the Project Director and another person with expertise in the job area.
- LIVEfree PROJECT Director will provide briefings to the Board.

9. Short-listing

- Short-listing will be on the basis of essential and desirable criteria that will be applied consistently to all applicants.
- CV's may be included to give additional information but will not be considered on their own without the appropriate form.
- Application forms may be completed in handwriting or by computer and are available on request

10. Interviewing

- All questions at interview will relate to the role and the candidate's capacity to fulfil this role
- Each candidate will be asked about the same main areas
- The selection panel will prepare questions and agree who will ask which questions before the interview
- All candidates will be asked about their commitment to LIVEfree PROJECT values, mission statements and how they will ensure their work promotes this

11. Declaration of Interest

- If any of the selection panel know any of the applicants, personally or professionally, they should declare this to the rest of the panel. It will be for the panel to decide whether this could be prejudicial and whether that member should withdraw
- Their decision should be recorded with brief reasons
- In general, personal knowledge of a candidate will not debar a panel member unless the applicant is a close relation or partner
- If a panel member wishes to withdraw from the process, however, they should be allowed to do so and a replacement nominated

12. Certificates and Qualifications

- Candidates will only be asked to bring certificates or evidence of qualifications where these are necessary criteria for the vacancy, or as evidence of identity of their commitment to learning and development
- Appropriate qualifications are necessary to fulfill certain roles within the PROJECT, this will be outlined in the job description/ suitability/ requirements

14. Selection and Rejection

- Decisions about selection will be made in accordance with the person specification
- An endorsement of the successful applicant will be given by the LIVEfree PROJECT board of directors
- Once the person has been selected, and confirmed their acceptance, all unsuccessful applicants will be informed

15. References

- A minimum of two references from previous employers and one personal reference will be taken up on candidates who successfully complete the interview stage but will only be referred to after interviews have taken place
- They will be used to verify factual information and to support or deny the appointment of a candidate, not to choose between candidates
- Where an applicant for a position is not a current volunteer of LIVEfree PROJECT, the applicant should provide letter of endorsement speaking of their work ethic and community passion, including their willingness to

undergo ongoing training in the various areas of community service and child protection to stay informed and relevant

16. Pre-employment Health Checks

- If the selected applicant has taken considerable amounts of sick leave, not related to a disability in recent posts, or had to leave previous posts because of a sickness not related to a disability, the recruitment panel may decide to refer the applicant for an Occupational Health Assessment prior to confirming an appointment. In these cases, an offer of employment will not be made until the health check has been carried out and the panel is satisfied with the result
- Past sickness, which is not recurrent, will not automatically bar candidates from selection
- Where sickness is related to a disability, the panel will take this into consideration and adjust where possible to cater for their requirement relating to their disability and their role

17. Recruitment of Ex-offenders

- LIVEfree PROJECT uses the Children's Guardian Service and Federal Police Check to assess applicants' suitability for positions of trust. LIVEfree PROJECT complies fully with the Children's Guardian Service requirements outlined for institutions
- For those positions where a disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a disclosure will be requested
- At the interview we ensure that if a discussion takes place on the subject of any offences, or other matter that might be relevant to the position, failure to reveal information that is directly relevant to the position, could lead to withdrawal of an offer of employment
- Having a criminal record will not necessarily disqualify an applicant from working with LIVEfree PROJECT. This will depend on the nature of the position and the circumstances and background of your offences
- A police check will be carried out on all employees / volunteers by the Project a current one supplied by applicant

18. Retention of Information

- LIVEfree PROJECT uses the correct handling, use, storage, retention and disposal of disclosure information and its obligations under the Data Protection Act 1998.
- All application forms, notes and disclosures relating to unsuccessful applicants will be kept confidentially for 6 months after the position is filled and then destroyed by secure means

- This information will only be used in the event of any complaints or claims to employment tribunals or in circumstances where funders require us to keep this information for audit
- Disclosure information is not kept on an applicant's personnel file and is kept separately and securely, with access limited to those who are entitled to see it
- LIVEfree PROJECT recognises that it is a criminal offence to pass this information to anyone not entitled to receive it
- However, we may keep a record of the date of issue of a disclosure, name of subject, reference number and decision taken

19. Monitoring of Recruitment Information

- The officer responsible for the recruitment will ensure the:
 - “Help us get to know you better” form is completed and attached.
- Any relevant qualification certificate is included for safe keeping

20. Successful/Unsuccessful Applicants

Once the panel has made a decision, successful applicants will be:

- Notified by telephone and will be provided written confirmation
- Be required in writing to accept/refuse the position
- Must notify LIVEfree PROJECT of their availability to begin employment

Unsuccessful applicants will immediately receive confirmation of the panel decision.