



Recruitment Policy

December 2024

Purpose

The purpose of this Recruitment Policy is to ensure a fair, transparent, and effective recruitment process that attracts and retains a diverse workforce. We are committed to equal opportunities and promoting a culture that values diversity and inclusion.

Scope

This policy applies to all recruitment activities conducted by the organisation, including hiring for full-time, part-time, temporary, and volunteer positions.

Aims

1. Equal Opportunity: To promote equality of opportunity in recruitment and selection, ensuring that all candidates are assessed solely on their skills, experience, and suitability for the role.
2. Diversity and Inclusion: To attract a diverse range of candidates that reflect the communities we serve and to create an inclusive workforce.
3. Effective Recruitment: To implement efficient recruitment practices that meet the organisation's staffing needs while ensuring compliance with legal and regulatory requirements.

Objectives

1. Job Descriptions and Person Specifications:
 - Develop clear and accurate job descriptions and person specifications that outline the essential skills and qualifications required for each position.
 - Ensure that criteria are relevant and do not inadvertently discriminate against any group.
2. Advertising and Outreach:
 - Advertise job vacancies widely using various platforms to reach diverse audiences, including local community groups, job boards, and social media.
 - Actively seek to engage with underrepresented groups to encourage applications.
3. Application Process:
 - Provide a straightforward and accessible application process, ensuring that information is available in multiple formats to accommodate diverse needs.
 - Encourage candidates to disclose any reasonable adjustments they may require during the recruitment process.

4. Selection Process:

- Use a structured selection process that includes shortlisting, interviews, and assessments based on objective criteria related to the job.
- Ensure that interview panels are diverse and trained in fair recruitment practices to minimize bias.

5. Background Checks:

- Conduct necessary background checks in compliance with relevant laws and organisational policies, ensuring that all checks are relevant to the role and conducted fairly.

6. Feedback and Communication:

- Provide timely feedback to candidates regarding their application status, and offer constructive feedback to those who are not selected.
- Maintain open communication throughout the recruitment process, ensuring candidates are informed and engaged.

7. Monitoring and Evaluation:

- Regularly review recruitment practices and outcomes to assess the effectiveness of strategies in attracting diverse candidates.
- Collect and analyse data on the diversity of applicants and hires to identify areas for improvement.

Responsibilities

- All Staff: Everyone involved in the recruitment process is responsible for adhering to this policy and promoting equality and diversity.
- Hiring Managers: Responsible for ensuring compliance with the policy during the recruitment process and for making decisions based on objective criteria.
- Human Resources: Responsible for overseeing recruitment practices, providing training, and ensuring that the policy is implemented consistently across the organisation.

Review and Evaluation

This Recruitment Policy will be reviewed annually or in response to changes in legislation, best practices, or organisational needs. Input from staff and candidates will be considered in the review process to enhance the effectiveness of our recruitment strategies.

Conclusion

By adhering to this Recruitment Policy, we aim to foster a fair and inclusive recruitment process that attracts a diverse range of candidates and supports the overall goals of our organisation.