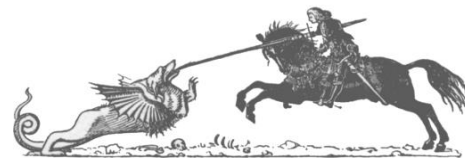


GUILD of St GEORGE



Policy – Recruitment and Selection of Employees

Purpose

The purpose of this policy is to set out the minimum requirements of a recruitment process for employees of the Guild of St George (the Guild). The policy aims to ensure the Guild attracts the best possible applicants to vacancies and applies recruitment and selection procedures which are transparent, fair and recognise diversity.

The policy is set out sequentially to represent the recruitment and appointment timeline. The process will involve the following steps.

1. Initiating and Progressing the Recruitment Process

- a) The Guild identifies the need for a new employee. This may be because a vacancy has arisen through a resignation, or it may be that the Board has decided that one or more new employees with specific skills are needed to help run the Guild more effectively or to develop a particular area of activity.
- b) The Board agrees what skills, experience and knowledge are needed. Requisite skills, experience and knowledge are set down in a short job description and person specification.
- c) The Board agrees responsibilities and a process for recruitment. Some of the work may be delegated to a sub-group (comprising at least two Directors). An existing employee may take part in the process.
- d) The sub group will consider the best methods of attracting a diverse range of candidates with the skills it needs. This may include advertising in Guild newsletters, AGM communications or publications or the wide range of cultural/arts media. Advertising will include the person specification and job description and set out the selection procedure for the post. Reference will be made to the Guild's Diversity and Inclusion Policy (see e) below.
- e) Diversity is considered as an important recruitment criterion, either as embodied in the person of the candidate or in terms of how their role might represent people from different social or ethnic backgrounds or people with disabilities.
- f) All applications must be in writing (either on paper or by e-mail).

2. Short-listing

- a) Short-listing of candidates will be against the person specification for the post and criteria agreed by the sub group.
- b) The sub group will determine the number of candidates to be short listed
- c) Short listing will be undertaken by at least two Directors. A member of staff may also be involved in the shortlisting process.

3. The Selection Process

- a) Shortlisted candidates are summoned for interview and provided with all the necessary information and notice to be able to make the proposed interview date and location.

- b) Interviews are carried out by the approved sub-group, and each candidate is asked the same questions to ensure a fair and objective approach. Notes are kept of each interview.
- c) Interview questions will be agreed before the interview and will be scored by each interviewer.
- d) Candidates will always be required:
 - to explain their interest in the post and the Guild;
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to the recruiting group;
 - to declare any information that is likely to appear on a Criminal Records Bureau disclosure.
- e) The sub group will retire, consider notes and come to an agreement as to the preferred candidate.
- f) The successful candidate will be notified as soon as possible after the interview and no longer than 24 hours later (if this is practical).
- g) All unsuccessful candidates will be contacted within 24 hours of the interview (if this is practical).
- h) Requests for feedback on interview performance will always be accommodated by a Director.

4. Employment Checks

- a) References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- b) All successful applicants are required:
 - to provide proof of identity;
 - to provide actual certificates of qualifications;
 - to complete a confidential health questionnaire;
 - to provide proof of eligibility to live and work in the UK.

5. Induction

- a) Successful candidates will be required to sign the Guild's Employee Code of Conduct.
- b) All staff who are new to The Guild will receive induction training that will include the Guild's Safeguarding Policy and any guidance on safe working practices.
- c) Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager. Thereafter, regular manager briefings will be programmed.

6. Engagement of Freelance Agents and Contractors

The engagement of freelancers and contractors acting for the Guild will be undertaken via a different selection process to the one set out above for full or part time employees (**see Appendix below**).

APPENDIX

Engagement of Freelance Agents and Contractors

- a) Contractors and Freelance Agents will be identified and engaged to work alongside the Guild and deliver services for a given length of time against a detailed project brief and awarded a contract based on a fixed price quotation (not an estimate). Procurement of services will be in line with the Guild's Financial Framework and Procurement Policy. In such instances cost alone will not be the only factor determining selection. Consideration will also be given to issues of quality, diversity and inclusion and alignment with the charitable objectives of the Guild.
- b) If the project is to be undertaken by a self-employed individual or small partnership working alongside staff, a pro forma contract (drawn up by a Director or member of staff drawing on existing best practice within the Guild or parallel organisations) will need to stipulate either a fixed sum for the whole job , or an agreed number of hours (or a ceiling of hours) at a given rate (on the understanding that it can be less if the job proves easier than imagined).
- c) Where the task/role is something that cannot be entirely defined in advance, or where the amount of time taken may not be under the control of the person/people to be contracted, then provision may be made in the contract for review stages to agree further levels of expenditure if needed – these can be triggered on the basis of time or cost – i.e. half way through the anticipated contract period, if time based, or the point at which 50% of anticipated budget is spent. At each stage of this process a Director of the Guild will have to sign off expenditure. If there is a major departure from the original scope of the project with expenditure arising over the original budget then Board approval will need to be sought either at a formal meeting or via the online decision procedure.

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