



Recruitment and Selection Policy

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1. Introduction

The success of any organisation depends on the quality of its workforce. To provide quality and effective services to children and young people across Manchester, Young Manchester requires a highly skilled, flexible, and motivated workforce.

The purpose of this policy is to ensure we recruit individuals that fit into our culture, believe and demonstrate our values and behaviours and possess appropriate skills, knowledge and, where appropriate, qualifications.

2. Scope and Application

Recruitment and selection methods will

- Meet the needs of the organisation
- Embrace the organisation's commitment to equality and diversity
- Attract the right calibre of candidate
- Help promote a good image of the charity as an employer of choice
- Provide a quality service to jobseekers that is consistent, fair and transparent.

3. The Recruitment and Selection Procedure

The organisation has a separate "Recruitment and Selection procedure". This document details the policy for determining a vacancy and the separate procedure details the subsequent process undertaken.

3.1 Evaluating the vacancy

Before embarking on the process to populate a vacant post within the structure, the post will be carefully evaluated by the recruiting manager and in consultation with the Board of Trustees to ensure there is an ongoing requirement for the post based upon organisational needs.

Key questions that will be considered are

- Is the job still needed?
- Is it fulfilling its purpose?
- Can the duties be better distributed to other roles within the structure?
- Does the job design reflect future service / organisational requirements?
- Are there any financial implications?
- Are the working hours and working arrangements of a particular post still appropriate?

3.2 Reviewing Job Description / Person Specification

The Job Description is a very important marketing tool, read by potential applicants to decide whether firstly "this is the job for me" or "do I want to work for Young Manchester ". Job Descriptions will be presented in a concise and positive way, which reflects the charity as a modern and forward thinking employer. Job Descriptions will be critically reviewed to ensure that they are fit for purpose.

3.3 Job Descriptions

- are short and succinct, containing clear, crisp statements that encapsulate the main purpose, duties and expected achievements of the job
- are plain, jargon free and easily understood
- use performance standards, responsibilities and outputs rather than just lists of tasks and duties
- are properly aligned to service requirements and
- incorporate organisational values, equality and diversity and employee development.

The person specification forms the basis for assessment and decision-making at every stage of the recruitment process. It sets out the skills, behaviours, and underlying competencies, which enable a person to perform that job successfully and in accordance with the organisation's values. It also identifies where there are essential qualifications required for the post, however, no criteria will act as a barrier to disabled applicants, women, minority ethnic job seekers, or on the grounds of age, sexuality, religion or belief, unless the criteria is fundamental to the job, clearly justifiable and meets the legal requirements.

3.4 Matters of Probity

Panel members must withdraw from the process if a family member or close friend applies, or if their knowledge of the applicant is such that they cannot maintain objectivity. All conflicts of interest must be made known at the earliest opportunity, and failure to do so could result in disciplinary action being taken. Wherever possible the same people would serve on the panel throughout the entire process. If a substitute is necessary, then they would need to become familiar with all the applications. Panel members must not in any circumstances coach candidates through the interview process. This may put other candidates at a detriment and may not result in the best candidate securing the position. Where a candidate declares a matter of probity, agreement will be sought from the Chair of Trustees prior to any offers of employment being made.

3.5 Executive Search

For more senior posts within the structure, a reputable consultancy firm may be used to assist in attaining a good shortlist from the widest pool of suitable candidates, in addition to using the national press and relevant trade journals. All candidates whether they are internal or external will be assessed in the same way and the panel will arrive at a decision based on merit.

4. Responsibility

It is the ultimate responsibility of the Board to ensure fair application of the recruitment and selection procedure across the charity and that the policy is adhered to at all times.

5. Consultation, Monitoring and Review

The policy has been created in consultation with the Board of Trustees and will be reviewed annually.

6. Equality & Diversity

7.1 Young Manchester is positive about disability, and is committed to ensuring all disabled applicants, who meet the requirements of the person specification of the advertised post, would be offered an interview.

7.2 If disabled applicants request an adjustment to the job to overcome a disabling barrier to their application, the panel will take the request seriously and be open to all possibilities for achieving a reasonable adjustment. Such a request will not be used as a means of reducing the shortlist to a manageable number.

7.3 The organisation will ensure that the Recruitment and Selection Policy is accessible to all applicants and will consider the different needs of individuals when explaining the options available to them and in tailoring the service around their needs.

7.4 Young Manchester has a responsibility to serve the needs and promote the interests of its staff, stakeholder and service users. The organisation works towards developing services, facilities and working practices, which are equally accessible and non-discriminatory for all. This is irrespective of their protected characteristics part of the new legislation under the Equality Act 2010.