

Effective Date: 1/09/25

Review Date: 1/09/27

Approved by: Board of Trustees

Signed By Chair:

(e-signed) – Chris Booth Mayblin

STAFF RECRUITMENT POLICY

General Principles

The recruitment and selection process aims to choose the most appropriate candidate for a particular post. All members of staff are part of a team and the responsibilities to the team need to be stressed. Individual members of staff are the Community Foundation's link to the whole community including its members and those applying for a grant. This should be recognised and reflected in the process of recruitment and appointment of staff.

On all occasions when recruiting new staff, South Yorkshire Community Foundation will comply with its own stated Equal Opportunities and Diversity Policy. The Foundation will also comply with all laws concerning staff recruitment and will revise and update this policy on the introduction of any new legislation. Equal Opportunities will also be monitored, and the policy revised in the light of any changes in legislation. As soon as the need for a new member of staff is identified the relevant requirements for that position are decided; a panel appointed for short listing and interview; and the timetable for the process agreed.

Job Descriptions and Person Specification

The Chief Executive, should agree any proposed changes in job descriptions or the criteria for a new post. New posts if outside of the budget are approved by the Executive Committee. All Job Descriptions and Person Specifications should be kept up to date and a review completed on a regular basis. In the same way, Terms and Conditions of Employment should be reviewed to ensure that they comply with new legislation. Any changes should be agreed with the post holder and by F&GP on behalf of the Board.

Advertising a Post

1. All Posts - will be advertised, some both internally and externally using suitable publications and networks ensuring that all four areas of the region are covered. When recruiting for a senior post consideration should be given to advertising nationally. Occasionally based on the nature of the position, it may be agreed to advertise internally in the first instance. This will be the decision of the Chief Executive.

2. All advertisements for posts will give an indication of the expertise required for the job, a closing date for applications to be received and a date when interviews will take place. Details of remuneration will also be included in the advertisement.

Application Packs

1. All candidates expressing an interest before the deadline given information about the role. In some circumstances this may be an application pack containing:
 - a. an application form that complies with Equal Opportunities legislation,
 - b. a copy of the Job Description and Person Specification forms
 - c. an Equal Opportunities monitoring form (together with explanatory notes)
2. Other appropriate information about the Community Foundation will be included in the pack.
3. The applicant will be given a date for the return of the application form and a statement that this will be strictly adhered to.
4. On receipt of completed Application Forms the Chief Executive will detach the Equal Opportunities Monitoring Form. These are to be analysed and the results recorded. The Application Forms are given reference numbers and the Personal Details Sheet is stored separately.

Interviewing and Short-listing Panel - see Appendix 1

People on the short-listing panel and the interviewing panel are to be the same for a particular post wherever possible. The short-listing panel will shortlist against an agreed skills matrix as per the Job Description and Person Specification (see attached).

The constitution of this panel will change according to the post in question. In principle the panel should consist of no more than four people. These will include:

Non-Managerial Staff	A minimum of 2 to include the prospective post-holder's Line Manager.
Managerial Staff	A minimum of 2 to include the prospective post-holder's Line Manager
Chief Executive	A minimum of 3 Trustees (including the Chair and the Chair of the Executive Committee) with the option of co-opting an invited expert. The Chair of the Foundation will have the final say as to Trustee involvement in any panel and can delegate his/her panel place to a Trustee of his/her choice.

Interview

The interviewing panel shall agree on a common approach during the interview. Assessment sheets and questions relevant to the skills required will be formulated. All candidates should be asked the same questions by the allocated panel member and any relevant sub questions arising from the response. This is to ensure a uniform and fair hearing for all candidates.

Each candidate must be given an opportunity to ask questions during the interview and information about the post and their role within the Foundation freely given.

Where appropriate, the candidate will be asked to give a presentation/undertake a skills test. Questions should not be asked about a candidate's personal circumstances unless they relate to the job requirements; then these must be asked of all candidates. Questions relating to a candidate's race, sex, disability, age, class, family responsibility or sexuality should not be asked as these could be illegal or contrary to the Equal Opportunities and Diversity Policy and legislation. The panel should assess each candidate and score the responses given (see appendix 2).

All agreed questions, assessment sheets, score, test results and notes made by the Panel members will be kept by the Chief Executive for a minimum of three months and will be available to the people involved if requested.

When all candidates have been interviewed the panel will evaluate their performance and scores and decide which person, if any, would be suitable for the post bearing in mind the skill and person specification required. If it was thought that no candidate was suitable for the post, the Panel will recommend to the Chief Executive that the post should be re-advertised. If a suitable person is decided upon s/he will be informed within one week, where practicable, and offered the post subject to satisfactory references and a start date agreed. The applicant must confirm in writing that they accept the post as offered.

SYCF will request the necessary references. References will be taken up verbally in the first instance followed up in writing. Once received these will be circulated to the Interview Panel for verification of the appointment.

Candidates who are unsuccessful may be held on file as "silver medalists" who may be approached if the same or similar role becomes available within 12 months.

New Post-holders

All new post-holder will have an induction period. They will be subject to a three to six month probationary period before the Chief Executive or Chair following a satisfactory end of probation review confirms them in post.

Terms and Conditions of Employment

Terms and Conditions of Employment will be as agreed by F&GP Committee and the Chief Executive. These set out all statutory obligations as well as remuneration, sick pay and holiday entitlements. A new post-holder must agree and sign the Terms and Conditions of Employment within eight weeks of commencement of employment. Terms and Conditions of Employment must be reviewed at regular intervals in light of new legislation.

APPENDIX 1

Notes on Job Interviews

1.0 GENERAL

The purpose of a job interview is to obtain as much information from the candidate in a relatively small amount of time. The interviewer is in a position of power over the candidate and it is therefore important that this is not abused. To make the most effective use of the time available, it is important to:-

- Develop a relationship with the candidate
- Put the candidate at ease
- Structure the interview both in its format and the types of questions asked
- Ensure that the candidate has the opportunity to fully participate and answer all questions
- Provide open-ended questions in addition to necessary closed questions

2.0 GREETING

Ensure that the candidate is greeted by a member of staff and that they are offered a cup of tea/coffee or soft drink and that they are also offered the use of the toilet. Inform them of any time delay. Please note this 'greeter' is the first interviewer – how does the candidate behave when dealing with someone they don't regard as important to the job.

3.0 INTERVIEW ARRANGEMENTS

Two people should be the minimum holding an interview, the only exception being for the post of the Chief Executive Officer where there will be at least three people.

It is important that relationships are developed with the interviewee and questioning lines followed up properly. Always take notes.

4.0 INTERVIEW PROCESS

Greet the candidate and make them feel comfortable; check if they want tea/coffee etc. Explain the format of the interview process e.g.-

- Introduce the panel
- Description by interviewer of the proposed job
- Explain notes will be taken
- Explain formal questions initially
- Description by candidate of present and/or last jobs
- How candidate would fit into job
- Next steps e.g. short list dates
- Tell candidate that they are free to ask questions during the interview and/or have a break if they require it.

5.0 INTERVIEW QUESTIONS

5.1 FORMAL QUESTIONS

Formal questions should cover any gaps in the Application form and Job Specification.

5.2 JOB DESCRIPTION

Explain the organisation and what it does after asking the candidate if they have found out anything about SYCF.

5.3 OPEN-ENDED QUESTIONS

Ask questions such as:-

- Why do you feel this is a good job for you?
- What can you offer SYCF?
- How would you set about the job in your first week?
- What would you expect to achieve in the first year?
- What facilities/people would you require?
- When would you find the job difficult?

The answers to Questions should be scored appropriately.

5.4 FINISH OF THE INTERVIEW

Ask these questions at the end of the interview:-

- Ask the candidate what are their main strengths and weaknesses.
- Ask if they are looking for any other positions
- Ask if they are still interested in the post.

If the person is potentially suitable, ask if they would like to look around the offices.

For this purpose use someone else to take them around. This is the final interviewer.

6.0 GENERAL NOTES ON INTERVIEW DATES

Interviews should take place as soon as possible but within 3 to 4 weeks of the advertisement where practicable.

For the post of Chief Executive, a short list interview should take place within one week of the first interview.

A job offer should be made within one week of the final interview.

7.0 REFERENCES

These should be taken up by email and written reference requested.

APPENDIX 2

Staff Recruitment and Selection

South Yorkshire Community Foundation will recruit the best candidate for a vacancy, regardless of sex, race, colour, religion, nationality, ethnic origin, sexual orientation, disability, and age or gender re-assignment.

All vacancies will be advertised internally and/or externally, as appropriate, and on SYCF's website. SYCF has access to various external media advertising sources, such as: University Job Shops, Voluntary Action Sheffield, Barnsley CVS, Voluntary Action Rotherham, Well Doncaster, SYCF's website, JobCentre Plus and other agencies. The CEO will decide the appropriateness of advertising internally and/or externally.

Trustees will sit on panels for key posts within the Foundation, eg the CEO and other senior positions.

SYCF will take positive steps to ensure that it attracts, retains and develops the best candidate for the position. Appointments to senior positions, eg the CEO and Consultants, will be agreed by the Chair with the CEO.

All applicants will be invited to complete an Application Form and an Equalities Monitoring form which will be detached before short listing. The Application form requests qualifications, skills and experience, so that SYCF can apply fair and equal criteria when selecting candidates for interview. Application Forms are available to download from www.sycf.org.uk

The selection criteria will be based on the competencies required for both the business and the available position. The scoring process will be objective and evidenced by information gathered throughout the recruitment process.

SYCF permits the employment of relatives, under the condition that they are invited to go through the same application process as all other candidates and are the best candidate for the post.

Proof of qualifications will be required prior to commencement with SYCF; a copy of relevant documents will be retained on file.

All applicants will be required to demonstrate that they are lawfully permitted to work within the United Kingdom.

All employment will be subject to two references satisfactory to SYCF, one of which should be the current or most recent employer.

It is reasonable to request interested candidates to complete a Health questionnaire, where appropriate to the job.

Any physical requirements of the post will be made clear in job advertisements and all recruitment literature. SYCF will pay for medical examinations where required.

Where access to medical records is required, SYCF will access these records in line with the Access to Medical Records Act 1988. Before making a selection decision, care will be given to the employee's mental or physical health with regards to the Disability Discrimination Act 1995.

Documentation

Accurate records of the recruitment process will be retained by the CEO. Unsuccessful candidates will be notified in writing and given feedback if requested.

Equal Opportunities Monitoring

SYCF operates a policy of Equal Opportunities Monitoring. Prior to short-listing the Equal Opportunities Monitoring Form will be detached from the application form and retained in a separate file by the general office. The Recruitment Panel will not have access to this form.

