



Flintshire Local Voluntary Council (FLVC)

RECRUITMENT POLICY

1. It is the policy of FLVC to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training.
2. All vacancies are simultaneously advertised internally and externally. We appoint internally whenever possible and where we are confident that such appointment is in the best interests of the organisation and those we serve. Individuals will be selected on merit on the basis of fair and open competition.
3. We take seriously our commitment to being an Equal Opportunity employer and, subject to the policy under 2 above, advertise/recruit to endeavour to reach as many job seekers as possible.
4. The recruitment process will follow a designated time frame (Appendix B) and procedure which will ensure that FLVC can respond to applicants in a timely, consistent and professional manner.
5. Respondents to advertisements will be sent the same information about FLVC and a copy of the Job Description and Personal Specification for the post so that applicants are fully informed about both the vacancy and the organisation, prior to interview.
6. Following interview it is our policy to respond to both successful and unsuccessful applicants informing them of the outcome.
7. Recruitment of personnel other than staff may differ in detail of procedure but will remain consistent in principle.
8. Each newly created post is reviewed in accordance with the Employment Act 2000 in relation to job share and flexible working.

RECRUITMENT PROCEDURES

1. EQUAL OPPORTUNITIES

- 1.1 All vacancies will be advertised internally by memo to all staff and Trustees and externally.
- 1.2 We monitor our recruitment by sending out with the Application Pack an Equal Opportunities Monitoring Form, in order to ensure we meet our commitment to being an Equal Opportunity employer. We will request that applicants return this form in a separate envelope to their application to retain anonymity.
- 1.3 Completed monitoring forms will be filed separately from applications.
- 1.4 We will advertise/recruit to aim to reach a broad cross section of applicants.
- 1.5 Methods of recruiting will be used in line with our Equal Opportunities policy, and will include Job Centres. Applications will therefore be encouraged regardless of age, gender, race, colour, nationality, ethnic or national origins, disability, religion, sexual orientation, marital status or working patterns.

2. INTERNAL APPLICATIONS

- 2.1 In line with FLVC's practice of staff development and progression, vacancies are advertised internally to give staff an opportunity to apply.
- 2.2 Internal applicants may express interest in a vacancy, in confidence, to their line Manager or other appropriate person. Suitability will then be assessed via an informal discussion. Internal applicants will be asked to complete an application form.
- 2.3 Family and friends of staff and Trustees may be employed by FLVC provided that they stand on their own merit and are interviewed and appointed as any other applicant. Boundaries must be observed by all concerned throughout the employment without reference to or influence by the original staff member's position or relationship. Appendix A clarifies further the policy relating to family and members.

3. JOB DESCRIPTION & PERSON SPECIFICATION.

- 3.1 All posts will have a Job Description drawn up by Line Manager in consultation with The Manager of FLVC.
- 3.2 Job Descriptions will reflect FLVC's Equal Opportunities policy and will not discriminate
- 3.3 Job Descriptions will detail the tasks and responsibilities of the post (specimen attached in Appendix C).
- 3.4 Person specification will detail the essential and desirable knowledge, skills and experience required for the post. A specimen person specification is attached Appendix I.
- 3.5 Both the Job Description and Person Specification will be approved by the Personnel sub committee or the Chair of the Personnel sub Committee before the post is advertised.

4. ADVERTISING

- 4.1 Advertisements will be approved by The Manager. Line Manager will check advertisement proofs and ensure legalities are observed. Registered Charity number, Company number will be included. Also a date by which applications must be received and the interview date. (See Appendix B for timeframe)
- 4.2 The Manager will advertise the post by adopting the most appropriate form of advertising i.e. Internet site, other local voluntary groups, professional journals,

recruitment consultants, private agencies or local/national newspapers. Job Centres will always be fully informed.

- 4.3 All advertisements must declare the length of the contract where the post is fixed term and that stamped addressed envelopes are required for receipt of employment pack.

5. RESPONDING TO APPLICANTS

- 5.1 To ensure that applicants are treated equally, applicants are all provided with the same basic information upon receipt of a stamped addressed envelope. In the event of further enquiry being made, their questions may be answered, but they may not be given privileged information which is unavailable to other applicants.

The information to applicants will consist of:

- a) Background Information relating to the position and to the organisation FLVC.
- b) Application form
- c) Job Description
- d) Person Specification
- e) Summary of terms and Conditions.
- f) Equal Opportunity monitoring form.

- 5.2 The recruitment process will follow the time frame laid out in recommended Timeframe Chart (Appendix B). This will enable FLVC to respond to applicants in a timely, consistent and professional manner.

6. INTERVIEW & SELECTION PROCESS

- 6.1 Shortlisting should be carried out by the Interview Panel, which will generally consist of The Manager/ Line Manager and 2 Trustees from Personnel Sub Committee and a external representative(s) where a funding partnership is involved, and letters sent inviting prospective applicants to interview, informing them if a presentation is required or if a task will be set. A shortlisting proforma is attached (Appendix F)
- 6.2 All posts and interview questions will be informed by a job description and person specification drawn up by the line manager in consultation with The Manager.
- 6.3 To ensure fair and objective selection, applicants will be interviewed by an appropriate interview Panel.
- 6.4 All applicants will be asked the same questions at interview. Questions outside the set interview questions may be asked but only to achieve clarification from the application form.
- 6.5 Applicants have the opportunity to ask questions at any time during the interview.
- 6.6 Where appropriate, to ascertain the ability of an applicant, a short task, which is relevant to tasks detailed in job description, will be given at interview as part of the selection process. Or a presentation may be asked for. In either case, applicants will be informed in advance.
- 6.7 Selection will be based solely on the ability of the applicant to perform to the standards required of the job and the selection methods adopted will be reliable, objective and guard against bias.
- 6.8 Two referees are required and FLVC may make job offers of employment 'subject to satisfactory references' either verbally or in writing.
- 6.9 A standard "scoring" form is shown in Appendix E which is used to record and evaluate details of the interview and identify the successful applicant.
- 6.10 The Manager and Chair of Personnel will produce a basic format of interview questions and tasks and a series of set questions will be presented to the candidate at the commencement of the interview.
- 6.11 FLVC has standard forms to support Interview Panels.

- 6.12 By completing and submitting the recruitment application form the applicant authorises FLVC to obtain references to support the application.
- 6.13 By completing and submitting the recruitment application form the applicant is confirming a declaration that the information given on the form is to the best of their knowledge true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.
- 6.14 A standard application form is attached (Appendix D). Curriculum Vitae's are not accepted as an alternative to the application form.

7. POST INTERVIEW

- 8.1 After selection has been made, telephone calls/regret letters as appropriate will be sent to unsuccessful applicants as soon as possible following the interview date. A short list may be appropriate in the event of the first choice not taking up the post.
- 7.2 Two references will be taken up. If time is a concern, references may be obtained verbally but are to be followed up by written requests/references. Only if references are satisfactory may the applicant then be offered the position.
- 7.3 An offer will be sent to the successful applicant preceded by a telephone call confirming that the offer will be made.
- 7.4 Contract and induction documents will be prepared and sent to the applicant by The Manager.
- 7.5 The line manager will prepare a new-starter induction training plan in liaison with The Manager.
- 7.6 The Manager will copy Finance with relevant information to process payroll details.
- 7.7 FLVC will not keep unsuccessful applicants' forms for longer than three months.

8. Grading and Salary

- 8.1 Grading and Salary is determined in advance of the recruitment process and is in line with FLVC's policy relating to job evaluation.

9 Probationary Period

- 9.1 FLVC have determined that the probation period will be an initial 3 months. The probationary period could be extended to 6 months in cases where FLVC are not satisfied with either the progress or conduct of the employees.

10 Criminal Records Bureau

- 10.1 In cases where the prospective employee is required to work with children or vulnerable adults the FLVC will advise the employee at interview that a background check will be conducted with the assistance of the Criminal Records Bureau prior to any formal offer being made. No such check will be carried without the consent of the applicant, equally no job offer will be made until such clearance is received from the Criminal records Bureau.

APPENDICES ATTACHED:

- A EMPLOYMENT OF FRIENDS AND FAMILY GUIDANCE
- B TIME FRAME FOR RECRUITMENT OF PERSONNEL (TO BE DEVELOPED)
- C SPECIMEN JOB DESCRIPTION
- D FLVC APPLICATION FORM
- E INTERVIEW SCORE SHEET
- F SHORTLISTING SCORE SHEET
- G SUMMARY OF TERMS AND CONDITIONS
- H OFFER LETTER
- I SPECIMEN PERSON SPECIFICATION

APPENDIX A

FLINTSHIRE LOCAL VOLUNTARY COUNCIL EMPLOYMENT OF FRIENDS AND FAMILY MEMBERS

Appendix to Recruitment Policy

Recruitment

- It is the policy of FLVC to employ the most suitable person for the job.
- All vacancies are advertised internally and externally.
- Friends and family members are welcome to apply for permanent or temporary/casual posts and their applications will be fairly assessed on merit, with neither positive nor negative discrimination.
- References are taken up as for all staff as may be appropriate.
- The procedure for internal applications should be noted as it applies to friends and family members as well as staff.

Selection

- All persons interested in a position with FLVC will be invited to submit a written application as per Appendix D and will be subject to a formal interview if so short listed.
- When friends or family members are interviewed, the panel will be comprised of objective staff members and trustee(s) and will not include the interviewee's friend or family member.
- A member of the Board will also be advised in the event of a friend or family member due to be considered for a permanent position.

Line Management

- An employee must not be line managed or appraised by the introductory friend or family member as this could result in conflict of interest.

Boundaries

- Friends and family staff members are treated with the same courtesy and consideration as other members of staff and Line Managers in particular must ensure that they neither favour nor disfavour such staff.
- Unbiased treatment must be assured without inappropriate allusion to the relationship or inference or implication of particular responsibility or behaviour because of the relationship on either side. FLVC does not in any way condone bullying which is considered to be gross misconduct and could result in dismissal.
- Staff members who are members of the same family or who are personal friends must pay particular attention to boundaries and keep confidence about family and personal matters.

APPENDIX B

FLINTSHIRE LOCAL VOLUNTARY COUNCIL

Time frame for recruitment of personnel.

Week

- | | |
|---------------|--|
| 1 | Prepare the job description and person specification.
Produce internal and external advertisement. |
| 2 to 3 | Secure approval of job description and person specification at Personnel Sub Committee or Chair of Personnel Sub Committee and confirm interview date. |
| 4 | Advertise the post giving 2 clear weeks before closing date. |
| 7 | Shortlist the candidates and issue "invitation to interview" letters giving 1 clear weeks notice. |
| 9 | Interviews undertaken, offer of post subject to references or other factors. |
| 10 | Upon receipt of satisfactory references issue letter to confirm offer of appointment and letters of regret to unsuccessful candidates. |
| 16 | Destroy applications relating to unsuccessful candidates. |

Appendix C

Job Description.

Job Title:

Job Holder:

Reports to:

1. Job Purpose

A two line statement setting out an overview of the post.

2. Responsibilities

List here up to 8 main responsibilities by which the post can be assessed.

3. Job Context

Describe in 4 to 5 lines the general nature of the post

4. Knowledge and Experience

List about 5 to 8 requirements that would feature in the person specification.

5. Contacts

Detail the contacts both internal and external e.g. Contact with Board Members, Other members of FLVC staff or external in the form of Elected Members, Local Businesses, WCVA staff etc.

6. Dimensions

Examples here could be number of staff that are line managed, value of any budget for which there is specific devolved responsibility, number of contacts with voluntary organisations in a year.

We agree that this is a true and proper reflection of the job.

Signed by post holder:

Signed by Manager:

Date:.....

Appendix D



FLINTSHIRE LOCAL VOLUNTARY COUNCIL CYNGOR GWIRFODDOL LLEOL SIR FFLINT

Flintshire Local Voluntary Council is committed to Equal Opportunities. We will treat all applications on their merits.

Only applicants who complete this application form can be considered for the post.
Please note that Curriculum Vitae will not be accepted.

(Please write clearly; preferably print/type in black as forms will be photocopied.)

1. POST APPLIED FOR:

2. PERSONAL DETAILS

Name:

Address:

Telephone:
(Day)

(Evening)

3. DETAILS OF YOUR PRESENT/MOST RECENT POST
(Including Voluntary Work)

<i>Title of Post and Employer</i>	<i>Main Responsibilities</i>	<i>Dates</i>	<i>Reason for Leaving</i>

4. PREVIOUS WORK EXPERIENCE (Paid or Unpaid)

<i>Title of Post and Employer</i>	<i>Main Responsibilities</i>	<i>Dates</i>	<i>Reason for Leaving</i>

5. OTHER RELEVANT EXPERIENCE

6. EDUCATION AND QUALIFICATIONS
(Including relevant training courses)

<i>Dates</i>	<i>School/College</i>	<i>Qualifications Obtained</i>

7. PERSONAL STATEMENT

*Tell us why you are interested in this post and what experience, qualities and skills you will bring to it. Read the Job Description and Person Profile before completing this section, **ensuring that the essential and desirable requirements are fully addressed.** (Continue on a separate sheet if necessary.)*

Signed: Date:

8. REFERENCES

Please give names of two referees, one of whom should be your present or most recent employer. If you have not been employed recently, one referee should know your work/abilities well. Neither should be a family member or close friend.

(i)

Name

Position

Address

Tel:

(ii)

Name

Position

Address

Tel:

If you are short-listed, may we contact your referees before interview: **YES** **NO**

9. DO YOU HAVE ACCESS TO A CAR AND DO YOU HOLD A CURRENT CLEAN DRIVING LICENCE?

10. WHERE DID YOU SEE THIS POST ADVERTISED?

I HEREBY DECLARE THAT TO THE BEST OF MY BELIEF THE INFORMATION IN THIS APPLICATION IS CORRECT.

Signature: **Date:**

Please return the application form to:

*Kieran Duff
Flintshire Local Voluntary Council
The Manse
Tyddyn Street
Mold
CH7 1DX*

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APPENDIX E

FLINTSHIRE LOCAL VOLUNTARY COUNCIL CYNGOR GWIRFODDOL LLEOL SIR FFLINT

INTERVIEW SCORE SHEET

Post: XXXXXXXXXXXXXXXXXXXX Asst

Candidate:

Question	Score 0-5	Comments
Presentation/ Task (Score 0-10)		
1. Narrative		
2. Narrative		
3 Narrative		
4 Narrative		
5 Narrative		
6 Narrative		
7 Narrative		
8 Narrative		
9 Narrative		
10. Narrative		
Total & Overall		

Appendix F

SHORTLISTING

	1	2	3	4	5	6	7	8	9	10	Total	Comments
1Narrative												
2Narrative												
3Narrative												
4Narrative												
5Narrative												
6Narrative												
7Narrative												
8Narrative												
9Narrative												
10Narrative												
11Narrative												
12Narrative												
13Narrative												
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22Narrative												
23Narrative												
24Narrative												
25Narrative												
26Narrative												
27Narrative												
28Narrative												

Fully Meets = 2

Partially Meets = 1

Does Not Meet = 0

APPENDIX G

DRAFT CONTRACT OF EMPLOYMENT SUMMARY OF TERMS AND CONDITIONS

Job Title:

Hours: 37 hours per week. Normal office working hours are 8.30 am – 4.30 pm with a half hour lunch break.

Base: The post holder will be based in FLVC offices in Mold.

Salary: FLVC Grade X , NJC Scale Points XX £X - £X paid monthly in arrears by BACS.

TOIL FLVC does not pay overtime but will grant Time Off in Lieu of hours worked above standard contract and recorded on TOIL sheet.

Annual Leave: 23 days per year plus public holidays and two additional days pro rata.

Pension: FLVC offers an occupational pension scheme and will pay a 6% of salary contribution into that scheme.

Management: The post holder will be supervised by xxx . Line management and supervision will be provided by the xxx.

Duration: The contract will be granted subject to the continuation of funding.

Probationary Period The post is subject to satisfactory completion of a three-month probationary period.

I have read and understand the Summary of Terms and Conditions above and I accept the position offered.

Signed: Date:

Name:

Appendix H

Date:

Dear

RE: XXXXXXXXXXXXXXXXXXXX POST

Thank you for coming for interview yesterday.

I am pleased to confirm our offer of the post. Both your references are satisfactory.

Please confirm in writing your acceptance of the post and we can discuss start date and other details in the near future.

Once again, congratulations and I look forward to working with you.

Yours sincerely

**Kieran Duff
Manager**

KD/PSW

**DEPUTY MANAGER
PERSON SPECIFICATION**

Essential:

1. High standard of general education to degree level or equivalent, or proven experience which demonstrates excellent numeracy, literacy and communication skills.
2. Minimum of three years' experience in the voluntary sector, paid or unpaid, with at least one year in a management/supervisory position.
3. Proven experience of supervising staff and/or volunteers and ability to identify and respond to their development needs. Knowledge of staff development systems, eg Investors in People.
4. Ability to communicate effectively at all levels with individuals and groups, both verbally and in writing, including excellent presentation skills.
5. Experience and knowledge of strategic planning, including the drafting of business and development plans.
6. Knowledge of quality assurance methods and ability to monitor and evaluate organisational performance.
7. Knowledge and experience of developing communication systems including ICT based systems.
8. Ability to liaise and work effectively with other agencies at strategic and operational levels.
9. Knowledge of quality assurance methods and ability to monitor and evaluate organisational performance.
10. Proactive commitment to equal opportunities and to ensuring that FLVC is responsive to the needs of staff, volunteers and service users.
11. Ability to act on your own initiative, prioritise workload and to make informed decisions.
12. Knowledge of health and safety issues and procedures.
13. Flexibility and commitment to team working.

Desirable:

1. Ability to communicate in Welsh.
2. Good knowledge of the voluntary and public sector in Flintshire.
3. Good computer skills.

Amendment by Personnel sub committee on the 20th August 2003
Amendment confirmed by Board of Trustees on the 11th September 2003