

# Policy & Procedure

## Staff recruitment

### 1 General Statement

- 1.1. The aim of Sanctuary Trust is to recruit the most appropriate person for each post (see Equal Opportunities, and Capability and Competency policies), to enable the mission statement, aims and objectives of the charity to be carried out.
- 1.2. When vacancies occur for existing posts the job description and Person Specification will be reviewed to ensure that the description is still accurate, and the requirements of the specification are still applicable. Tasks to be undertaken by any post are analysed and a job description drawn up and this will also be reviewed when recruiting for existing posts.
- 1.3. New posts are to be designed and drawn up by the Operations Team in cooperation with HR Administrator, the Project Management and Housing Management committee or appointed body and approved by the Housing Management.

### 2 Advertising

- 2.1. All posts to be posted internally around the company via email.
- 2.2. In order to maintain cost effective recruitment advertising vacancies will initially be directed at Employment Agencies, Stakeholders, local press and the internet including [www.sanctuarytrust.org.uk/jobs](http://www.sanctuarytrust.org.uk/jobs) and the governments <https://findajob.dwp.gov.uk/employer/40378/adverts>
- 2.3. The HR Admin is responsible for the advertising outlet with the approval of the Senior Management. The advert will include the charity name (logo if affordable), brief description of the charity's aims, job title and location, brief job description including hours, remuneration, telephone number, contact name and closing date.
- 2.4. IIP and Disability confident logos to be used.
- 2.5. Casual Worker posts will be advertised on the charities website at all times.

### 3 Applications

- 3.1. C.V. providers such as INDEED, MONSTER etc.. can be asked for a pool of possible candidates who may be invited to apply if C.V. meets the required standard.
- 3.2. All applicants will be asked to complete an application form. This should be sent to [admin@sanctuarytrust.org.uk](mailto:admin@sanctuarytrust.org.uk). HR Admin will make the applications nameless and enter them on the Shortlisting Spread sheet tool. Letters will be sent to all unsuccessful applications that include a S.A.E. with their Application form.
- 3.3. Due to the Company's service users being vulnerable persons from the age of 16+ it will be necessary to include "any previous convictions " on the application form, and state also that a police check will be undertaken, in order to maximise the protection of vulnerable persons.
- 3.4. To provide the required information application packs will contain:
  - a) Application form\*
  - b) Sanctuary information
  - c) Full job description and Person Specification
  - d) Equal opportunity statement

\*Application form to include previous convictions and DBS check.

- 3.5. Casual worker applications to be checked by service Area manager and an interview arranged with appropriate Team Leader and HR/senior manager.

### 4 Short listing

- 4.1. A panel consisting of at least three people one being a relevant line manager (i.e. Housing Management Committee member in the case of senior management roles) will draw up the

shortlist using the Short Listing Tool. Where possible the panel should also conduct the interviews. This will ensure fair recruitment.

- 4.2. The aim would be for all members of the panel to have undertaken recruitment and selection training (at least one panel member must have done so), to provide the best opportunities for the applicants and the service.
- 4.3. With prior consent of the chair, outside persons with specialist knowledge and skills may be co-opted on to the panel for particular posts, where such knowledge or skills are not available from staff or Housing Management committee, in addition to the minimum two.
- 4.4. The panel will use the Job Description, Person Specification and Competency Framework to select candidates. Essential requirements will be weighted higher than desirable.
- 4.5. A minimum and maximum target score for interview will be set before selection begins. If minimum requirement is not met, then the panel should decide what action to take such as re-advertising as soon as possible / review job etc.
- 4.6. Successful candidates will be invited for interview and where possible being given the minimum of five days notice.

## *5 Interviews*

- 5.1. The panel will decide in advance the most appropriate method of selection. Candidates should be informed of the method to be used, and the approximate length of the interview.
- 5.2. Questions will be the same for each applicant in order to offer equal opportunities and will include general health/sicknesses record and will validate information presented in the application form. The questions, time and venue will have regard to the equal opportunities policy. During the interview score sheets will be completed and full notes will be made by all panel members and retained in case of appeals.
- 5.3. Casual worker applications are to be interviewed by the service manager with their line manager.

## *6 Selection and appointment*

- 6.1. The lead recruiter will notify the HR admin and Office Manager who in turn will notify the Finance Director and CEO
- 6.2. Office Administrator will send initial recruitment forms for completion by the successful candidate. These include
  - 6.2.1. Sanctuary Trust OFFER LETTER (Template)
  - 6.2.2. New Start details Form
  - 6.2.3. PRE Employment Medical Questionnaire
  - 6.2.4. DISCLOSURES AND DISCLOSURE INFORMATION
  - 6.2.5. Done 12b EQUAL OPPORTUNITIES AND DIVERSITY POLICY
  - 6.2.6. Contract X1 emailed
- 6.3. Successful candidates will be made a provisional offer of employment subject to satisfactory references, DBS clearance completion of PRE Employment Medical Questionnaire and an up to date sickness record.
- 6.4. Two satisfactory written references are required one of which should be from a current or recent employer except in mitigating circumstances. References should include attendance records and sickness history.
- 6.5. Office admin will send a completed New Starter Details form to the Office Manager.
- 6.6. When the above requirements are met the candidate will be required to sign the Contract and a start date will be negotiated.
- 6.7. All appointments are subject to three months probationary period.

- 6.8. Office Manager is responsible for ensuring the procedure is followed correctly, or the Management Committee Chair in the case of Operations Team or Council of Management post.

## *7 Staff Assimilation*

- 7.1. In special circumstances, normally a reorganisation, staff may be assimilated into a post However:
  - 7.1.1. Staff will never be assimilated into a post higher than their substantive post
  - 7.1.2. Staff will never be assimilated into a post which other staff may wish to apply for.
  - 7.1.3. Assimilation will never disadvantage other staff members.

## *8 Ring Fenced Posts*

- 8.1. In specific circumstances posts may be ring fenced to a particular group of staff. For example the opportunity arises or is required to develop a senior post from within the current service group (same salary, Job Description etc.) this is not an additional /new member of staff.
- 8.2. In these circumstances the recruitment procedure allows for ring fencing the post to the current staff.

## *9 Re Deployment*

- 9.1. In specific circumstances relating to staff safety or well being, re-deployment to a different work location can be explored.
- 9.2. Other similarly graded post or post holding staff should be consulted.