



Recruitment Policy

Statement:

Streetwise Community Circus aims to recruit the best possible candidates for posts and by adhering to this recruitment policy, we ensure that our practices reflect good practice and are free from bias and discrimination.

Streetwise Community Circus recognises that it is unlawful for an employer to discriminate against a candidate for a job because of their age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity in any part of the recruitment process.

This policy relates to all stages of recruitment - from identifying the need for a post to taking up references of the successful candidate.

Core Management and Administrative Team (Permanent or Fixed Term Contract subject to Funding)

1: Identifying The Need

An analysis of the requirements of the role and the approval of the process will be made by Streetwise Administrator and Board of Directors

Prior to any recruitment, decisions will be made about the following:

- Staff budget available to support contractual hours required
- Recruitment budget available (for advertising etc)
- Whether the post can be part time/ full time/ job share
- Permanent or temporary contract
- Timescales and key dates, including closing date for applications, and interview dates
- Advertising media to be used
- Application format
- Interview panel members and format of interview
- Checks required

2. Job description and person specification

A job description will be drawn up which will include information on the following:

- name of organisation
- position title
- number of hours/ full time/ temporary or permanent etc
- main purpose of job
- the responsibilities involved (including budgetary responsibilities)
- level of decision making
- working relationships with others
- the location of the workplace
- salary and benefits (include job grade if appropriate)
- line manager's position

A person specification will also be drawn up, which will detail essential and desirable:

- abilities
- qualifications
- experience preferred or required for the post

The essential and desirable criteria will then form a checklist against which applications can be objectively judged in order to draw up a shortlist.

Any criteria will be free from indirect or direct discrimination. (Indirect discrimination is using a requirement which will make it difficult for people of a particular gender, culture or age to apply)

3. Advertising

In general, advertisements for posts at Streetwise will contain information on the following:

- Name of organisation and post title
- Location of post and type of contract
- A contact name and details to request an application pack/further details
- Closing date for applications
- Funders of the post
- Reference to the fact that the organisation respects and adheres to Equal Opportunities legislation, in particular the Equality Act 2010

Externally advertised posts will be advertised in appropriate media and those considered will include:

- Streetwise Website and all Social Media Pages
- Sector Newsletters and E-Newsletters (eg ACNI, BCC, CAP, VAI etc)
- Where possible and subject to funding in online and printed media Jobs Sections at local and regional press (Belfast Telegraph, Jobfinder etc)

Application

Applications for posts at Streetwise will take the following form:

An application pack that will include the following items:

- Cover document outlining practical aspects such as what needs to be included in the candidate's application, whether postal / electronic applications are acceptable, closing dates, interview dates, whether details of acknowledgement will be sent on receipt of applications, possibly also details of how candidates will be informed about call for interview
- Job description
- Person specification
- Application form or details about what to include in a letter/ CV. These are typically; personal details, education and qualifications, previous work experience, suitability for the role, names of referees), confirmation of eligibility to work in the UK (where appropriate).
- Information about the organisation
- Funders of the post (if appropriate)
- Reference to the fact that the organisation respects and adheres to Northern Irish Equal Opportunities Legislation,

Receiving Applications

- Applications received will be listed and securely stored until the deadline date.
- Copies will be made for each member of the shortlisting group.
- Original copies will be retained securely and all people carrying out shortlisting are instructed to keep the information secure.

The Shortlisting Process for interview is as follows:

- The Person Specification shall be turned into a grid with marks assigned for each quality contained therein.
- Each application will be read through by each member of the interview panel individually and scores assigned.
- Each scoresheet will then be assessed by the panel and the short-list will be based on merit – ie the top 5 candidates from the cumulative score

Shortlisted candidates will be informed of:

- The date, time and location of interview
- The format of the interview (e.g. interview questions, presentation, or test)
- Request for information about any special requirements

Interviews

In deciding the interview format, the organisation will consider the most appropriate way of testing the suitability of the candidate.

Decisions about successful candidates will be made through consensus by the interview panel on consideration of the responses to tasks and questions set and will be based on the best person for the job.

Interview preparation by the organisation will involve:

- Selection and briefing of interview panel and agreeing roles
- Deciding upon format of interviews to provide the most appropriate ways of testing the candidates (interview, practical test, discussion group, presentation)
- Deciding upon interview questions, weighting those questions as appropriate and forming into an interview marking grid
- Conducting interviews equitably
- Deciding upon the format for briefing candidates about the organisation
- Giving opportunities for candidates to ask questions
- Informing candidates of timescales for making decisions
- Clarification of information in the candidate's application (e.g. any gaps in employment and confirm factual information).

The interview panel members will be representative of both the Board and Senior Management and where appropriate may contain an External Observer or Panel Member. Their roles will be agreed e.g. Chair, who will take questions, who will provide additional information about the role.

Informing the Candidates

The process for making the job offer to the successful candidate is as follows:

- The successful candidate will be verbally offered the post by one of the interview panel subject to satisfactory references.
- A start date is agreed and the offer will be confirmed in writing (again subject to satisfactory references if not yet received).
- The candidate will be asked to sign a copy as acceptance of the post and return

The process for informing unsuccessful candidates is as follows:

- Unsuccessful candidates will be informed in writing once the successful applicant has accepted the position.
- Feedback can be given on their interview performance but only upon request.

Checks and References

- References will be taken up immediately upon the decision to make a job offer is reached.
- Referees will be asked to respond to provide information on: absence over the past 3 years, confirmation that the person has worked there /

- known to them and for how long, absence record, honesty, capability, suitability for the new role
- Other checks, if required, may include ACCESS NI through the Disclosure and Barring Service. These will be taken up immediately upon the decision to make a job offer is reached.
- If there are any concerns about the references/ checks that are received, the situation will be considered by Senior Management and the Board of Directors
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Retention of Paperwork

All documentation relating to the recruitment process will be retained for a minimum period of 3 years. The documentation will be retained by, then archived.

Monitoring and Reviewing the Policy

After each recruitment the Streetwise Board and Senior Management will reflect on the process used and its effectiveness in attracting good quality candidates, analysing the following aspects:

- Content and placement of the advert
- Effectiveness of the scoring grid in aiding shortlisting
- Appropriateness of candidate testing (i.e. did the interview format draw out candidate's skills and experience?)
- Analysis of the personal information to see if candidates from a range of ethnic backgrounds are attracted to positions.

In addition, this policy and the practices of the organisation will be formally reviewed every 12 months to ensure it remains up to date and compliant with the law and best practice.

FREELANCE & PROJECT DELIVERY STAFF:

Through its members Streetwise has a project delivery team of the highest professional standards. S.C.C. Cic currently has 26 members (Please see Corporate Plan 2015-18 for full list) providing them with a wide range of training including teaching circus skills, first aid, child protection, disability awareness and Makaton in order to ensure its product is as inclusive and safe as possible for all participants regardless of age or ability to take part in.

Membership of Streetwise is not exclusive. Each year we provide a wealth of training for non members and interested individuals are more than welcome to join the team on achievement of a required minimum of training skills and the necessary vetting through ACCESS NI (via Volunteer Now) to deliver to children and vulnerable adults.

Membership within Streetwise however does not guarantee project delivery employment. Project needs and requirement are matched to the skills sets of facilitators and an internal interview process takes place before facilitators are assigned to projects.

This policy will be reviewed annually.

(This policy has been updated following a review carried out in August 2016)

This policy was approved by the Board of Streetwise CiC at

Date: 6/12/16

Signed (Chair): Dave Powell

The Board are responsible for directing the development of this policy and ensuring that it is fully implemented and reviewed.

Date of next review (no later than) September 2018