



Recruitment Policy

This policy is for use by both national (British Youth for Christ) and local ministries (Centres) chartered to Youth for Christ in England, Scotland and Wales. Any amendments or additions must be approved in writing by the board of British Youth for Christ.

Overall responsibility for recruitment at British Youth for Christ is held by the Head of HR and Recruitment. Within a local centre a senior member of staff such as a centre director or trustee will need to take responsibility for any recruitment that may occur. This person is referred to as the 'competent person' throughout this policy.

For further guidance on recruitment and template documents cited in the recruitment process, please contact the HR Department at Youth for Christ Head Office:

hr@yfc.co.uk
0121 502 9620

1. INTRODUCTION

It is the aim of Youth for Christ to recruit and select the best possible candidate for vacancies as they arise and to operate within best practice guidelines for the recruitment and selection of each job.

2. SCOPE

- a. This policy applies to the employment of staff in Youth for Christ and sets out the steps of the recruitment and selection process for good practice. Some variations may be necessary due to the complex nature of vacancies which may need to be filled. It does not apply to the employment of casual staff (definition in 4.c), agency workers or self-employed contractors. In terms of recruitment and selection the same basic process should be applied to both paid staff and voluntary workers, although some details may vary. For further guidance please contact the HR department at Youth for Christ Head Office.
- b. This policy relates to the period of time between the identification of the need to recruit a member of staff and the orientation process following a successful appointment.

3. CONTEXT

- a. Youth for Christ strives for a fair, equal and consistent in recruitment process in all cases.
- b. It is important therefore that this practice is written down in the form of a policy which all staff have access to.

4. DEFINITIONS

- a. Job Description – drafted by the line manager and/or competent person, the job description provides both an outline and detailed description of the purpose, accountability, tasks and responsibilities of the job.
- b. Person Specification – the person specification provides details on experience, qualifications, skills and abilities required to do the job.
- c. Casual staff – those staff who do not have regular or systematic hours of work or an expectation of continuing work. A typical casual staff member is employed on a daily basis when the need arises.

5. RECRUITMENT

- a. Before beginning the recruitment process, a key preliminary step is to assess the need. When someone leaves or it is perceived there is a need to recruit, the Line Manager and/or competent person should assess whether there is a genuine vacancy. The following questions may help: Is the post necessary? Could the duties be performed by other people within the team? Is this an opportunity to reorganise or restructure the team? Could the hours be changed? Is this a permanent, fixed or temporary post? Is there adequate budget for this position? What are the skills and qualifications required for the post? What is the urgency for filling the post?
- b. For national recruitment, if it is a new post or significantly different post, the Department Director and the National Director will need to be in agreement, alongside of the Operations Director, to ensure that adequate provision has been made within the relevant budget and strategy of the organisation. Recruitment can only begin if the following is in place:
 - There is executive approval from the National Director
 - There is budget provision for the appointment to be made
 - There is an up to date job description and person specification
 - An agreed personal support percentage has been allocated to the post, where applicable (see personal support and salary policy)
 - The Youth for Christ job grading scale has been used to assign an appropriate salary for the role. Parity across the organisation has been taken into consideration.

For local recruitment a suitable application process should be considered by trustees and/or the competent person, using the above template as a guide.

- c. With all recruitment Youth for Christ acts in accordance with the Equality Act 2010. Youth for Christ strives to be an equal opportunities employer and will ensure that the best person for the job is recruited regardless of any protected characteristics. There will be a requirement for certain roles to be held by Christians who can sign the statement of faith due to the nature of the work or the context in which it is carried out.

6. ADVERTISING

- a. It is best practice for vacancies to be advertised internally and externally at the same time.
- b. The style of advertisement and choice of insert into publications will vary depending on the role and budgets available for advertising. Some options available include: Youth for Christ website, social media platforms, emailing churches, organisations, and Bible colleges, alongside paying for advertising in relevant publications.

- c. It is recommended for good practice to advertise the vacancy for a minimum window of 3 weeks.
- d. Advertising may include a job title, brief summary of the position, locations of work, salary, perks (if applicable), number of hours or days, personal support, an Occupational Requirement (if required), how to apply for the position, closing date, interview date and a point of contact. For further guidance on Occupational Requirements please contact the HR Department at Youth for Christ Head Office.
- e. In occasional circumstances such as an internal redundancy, it may be appropriate to deviate from advertising procedures and offer the post to a suitable individual internally.

7. APPLICATIONS

- a. For National recruitment, all advertisements will request potential applicants to download an application pack from the Youth for Christ website: www.yfc.co.uk/vacancies

The application pack will generally contain the following items:

- Job Description
- Person Specification
- Statement of Faith
- Self-Disclosure Form
- Application form
- All vacancy details (point **6.d** as above)

For local recruitment a suitable application process should be considered using the above template as a guide.

- b. All completed application forms should be seen by the Line Manager and/or competent person for short listing purposes on an agreed date.
- c. When shortlisting, it is recommended that those involved use the job description and identify both the essential and desirable criteria that you are looking for in the ideal candidate. Filter the applications by matching them to the criteria. Other considerations may include; gaps/inconsistencies, length of service in previous roles, right to work within the UK, notice periods, commutable distance, salary expectations. After this process, invite the shortlisted candidate(s) to an interview.
- d. Shortlisted candidates will be contacted by letter, email or phone and invited for interview by the competent person. Details should be given of any preparation needed for a presentation or other interview tasks.
- e. The Youth for Christ code of conduct will be made available to the candidate at this stage.

8. INTERVIEWING

- a. The interview should generally include a minimum panel size of 2 including the line manager and competent person.
- b. Those on the interviewing panel are responsible for drawing up ahead of time a list of questions, based on the person specification, which will be asked of all candidates. Supplementary questions agreed by all panel members may also be asked if

necessary. An assessment form may be provided to assist in decision making if required.

- c. As part of the interview, identity checks should be carried out (see point 10.)
- d. After the interview the panel should allow time to discuss and debrief and decide on the outcome. A further interview may be arranged if this is thought to be necessary.

9. SAFER RECRUITMENT REQUIREMENTS

The safe recruitment of staff within Youth for Christ is the first step to safeguarding and promoting the welfare of children and young people. Youth for Christ is committed to safeguarding and promoting the welfare of all children and young people in its care. As an employer, Youth for Christ staff and volunteers are expected to share this commitment.

Any offer of employment will be subject to receiving a minimum of two satisfactory references and an enhanced DBS check prior to any appointment being confirmed.

10. CHECKING QUALIFICATIONS, IDENTIFICATION AND RIGHT TO WORK IN THE UK

All qualifications relevant to the post should be checked by the line manager and/or competent person. The original certificate(s) should be photocopied and signed and dated by the competent person to verify that they have seen the original.

All candidates attending an interview should be asked to bring as a mandatory requirement two forms of identity including the following:

- Two proofs of address: Utility bill/council tax/bank statement etc dated within the last 3 months.
- Photographic identity: Passport or driving licence
- National Insurance number

11. OFFER OF EMPLOYMENT

The successful candidate will then be notified. A provisional offer letter will then be sent, dependent on DBS check, suitable references and any personal support pledged (if applicable).

12. INDUCTION

A recommended induction period should occur from the first day to the one-month mark as a minimum. This will help the new starter settle into their role, whilst understanding the culture and values of the organisation.

Without an induction, a new employee may feel uncomfortable in their new position and it may take longer for the new employee to reach their full potential.

The induction process should include access to policies and procedures, any training required, a meet and greet with other staff/volunteers, a tour of the building and work station, inductions to other departments (where applicable), introduction to key processes and functions as required. Providing a 'buddy' for their first week will also help boost potential, confidence and morale.

Policy End

June 2018