

PATHWAYS TO PROGRESS:

RECRUITMENT AND SELECTION PROCESS

Recruitment and Selection Policy

1. Policy Statement

The Phoenix Arts Club recognises that having the right people in the right place at the right time is crucial to our performance and improving trust and confidence in achieving our objectives.

This policy is intended to assist staff involved in the recruitment process and specifies procedures from advertising to offering employment. It aims to ensure that our recruitment process is consistent, effective, and follows best practices.

This procedure applies to the recruitment of all employees on permanent or fixed-term contracts but not to the selection of temporary staff, volunteers, or consultants.

2. Recruitment Aims

Through our recruitment procedures, The Phoenix Arts Club aims to:

- Maintain a fair, consistent, and transparent approach to recruitment.
- Recruit the right people with the right competencies for the right jobs.
- Ensure recruitment processes are cost-effective and time-efficient.
- Ensure equality of opportunity in all recruitment activities.
- Apply objective and fair selection criteria.
- Comply with all relevant employment legislation and codes of practice.
- Conduct recruitment professionally and within an agreed framework and process.

3. Equal Opportunities

3.1 The Phoenix Arts Club's Equality Policy applies to all recruitment processes and must be followed at every stage. Prospective applicants must not face direct or indirect discrimination based on race, nationality, ethnic origin, gender, marital status, sexual orientation, cultural or religious beliefs, disability, age, or pregnancy.

3.2 Preparation of job descriptions, person specifications, advertisements, short-listing, interviewing, and selection should reflect a commitment to equal opportunities.

3.3 Interviewers should only ask role-related questions.

4. Authority to Recruit

4.1 Formal authorisation from a Director is required before any vacancy can be advertised.

Last update: July 2024

- All posts, except for the Chief Executive and Directors, must be submitted for approval to the Chief Executive, Department Director, and Director of Finance.
- Chief Executive's and Directors' posts require approval from the Chair.

4.2 It is the responsibility of the hiring manager to obtain the necessary approvals via their Director.

4.3 A Director shall consider the rationale for the vacancy, such as replacement, restructure, or expansion, to ensure justified recruitment.

5. Recruitment Process

5.1 Before advertising a vacancy, the following information should be prepared:

- An updated job description.
- A person specification.
- A draft advertisement.
- A recruitment timeline and roles and responsibilities.

5.2 Job packs will be available via our website and coordinated by HR.

6. Job Description & Person Specification

6.1 A job description and person specification must be produced or reviewed for any vacant post to be filled.

6.2 The job description should accurately reflect all elements of the post. It should be reviewed and updated where necessary.

6.3 The person specification should state both essential and desirable criteria in terms of skills, knowledge, and experience required for the job.

6.4 The recruiting manager is responsible for preparing the job description and person specification.

7. Disclosure and Barring Service Checks

The Phoenix Arts Club meets the requirements for exempted questions under the Rehabilitation of Offenders Act 1974. All applicants offered employment will undergo an Enhanced DBS check before confirmation of appointment.

8. Advertising/Attracting Applicants

8.1 Job advertisements should be consistent with the job description and person specification. They should identify essential criteria to attract suitably qualified applicants.

8.2 Posts should be advertised internally and externally to provide career development opportunities and fulfil equal opportunities requirements.

8.3 In certain circumstances, a recruitment agency may be used with approval from a Director or the CEO. Internal advertisement remains necessary.

8.4 Employees acting-up in a position that becomes vacant must apply for the position when advertised.

9. Selection Process

Last update: July 2024

9.1 Shortlisting: Candidates will be shortlisted based on suitability. The number of shortlisted candidates depends on the quality of applications.

9.2 Interviewing: A panel of at least two people, including the recruiting manager, will conduct interviews. Questions must relate to the role requirements.

9.3 Assessment: Relevant assessments, such as presentations or tasks, may form part of the interview process.

9.4 Confidentiality: All application details are treated confidentially.

10. Inviting Candidates to Interview

HR will send a written invitation to shortlisted candidates at least five working days in advance, including a statement regarding criminal convictions.

11. Prevention of Illegal Working Policy

11.1 The Phoenix Arts Club ensures all employees are legally entitled to work in the UK, in compliance with the Asylum and Immigration Act 1996.

11.2 The organisation is not liable for contractors or the self-employed.

11.3 A procedure is followed to avoid employing individuals without permission to work in the UK, ensuring compliance with legal requirements.

12. Appointment

The successful candidate will receive an offer subject to references, DBS Disclosure, and right to work checks. HR will send an offer letter and notify unsuccessful candidates.

13. References and Disclosures

13.1 References are taken for all potential employees. Enhanced DBS checks and right to work verifications are conducted by HR.

13.2 Referees are contacted with the candidate's consent, and information provided is treated confidentially.

14. First Day of Employment

Preparations for the new employee's arrival, including workspace setup and documentation, should be made in advance. HR and the recruitment manager will handle onboarding.

15. Probationary Period

All new employees are subject to a probationary period, with monthly performance reviews conducted by the line manager.

16. Review

Last update: July 2024

Recruitment and selection procedures are reviewed regularly to stay up-to-date with legal changes and feedback from recruits and applicants. This policy is reviewed at least annually.