

West Oxford Community Association **Staff Recruitment and Employment Policy**

Introduction:

This document seeks to set out a written statement of how West Oxford Community Association goes about recruiting staff. The intention is to make sure that WOCA has an effective and consistent strategy for recruiting staff, and also to ensure that the process involved is fair, transparent and non-discriminatory.

1. Equal Opportunities

All aspects of the staff recruitment process will comply with West Oxford Community Association's Equal Opportunities policy. This seeks to comply with the relevant legislation and avoid unfair discrimination.

2. Advertising vacancies

West Oxford Community Association uses a range of strategies and publications for advertising vacancies. WOCA tries to achieve a balance by publicising vacancies locally in the immediate neighbourhood and in publications which are likely to reach potential applicants throughout Oxford / Oxfordshire.

Local publicity may include the following

- Publicity in various key places in the locality (notice-boards in / outside the Community Centre, GP surgery, shops etc)
- Publicity in the WOCA newsletter

Wider publicity may include the following:

- Advertisements in *The Oxford Times* and *The Oxford Mail*
- Advertisements in *Daily Information*
- Use of internal City Council and County Council vacancy bulletins (inc websites and intranets)

The precise balance of publicity will vary from post to post depending on the nature of the post, the timescale involved, the requirements of funders and the cost of advertising.

3. Application forms

Applicants for paid employment with West Oxford Community Association are required to complete and sign a written application form. A similar form is available for applicants wishing to undertake voluntary work for the Community Association.

4. Person specification

A written person specification will be drawn up in respect of each post advertised. Details of this person specification will be sent out to applicants along with the application.

5. Job description

A written job description will be drawn up in respect of each post advertised. Details of this job description will be sent out to applicants along with the application and will form part of the terms and conditions of employment for the successful candidate.

6. Short-listing and interviewing

This process is the responsibility of the WOCA management committee. The recruitment process must be undertaken by a minimum of two people of whom at least one must be a WOCA Committee member. It will have an appropriate balance of Committee members, staff and, if appropriate, representatives of partnership agencies. One member of the panel will chair the interviewing process. The recruitment panel will be determined by the WOCA Committee.

All application forms received by the relevant deadline will be considered for short-listing. Candidates will be short-listed for interview according to their suitability for the post as assessed in relation to the relevant job description and person specification.

Candidates who have been short-listed for interview will be given reasonable notice of the date, time and venue for interviews.

The interviewing panel will draw up a standard list of questions which will be put to each candidate. Interviewees' suitability for the post will be assessed on their performance in interview, together with the information contained in their application forms, and the content of references etc. As with the short-listing process, candidates' suitability for the post will be considered in conjunction with the job description and person specification.

The interview panel will notify the successful candidate as soon as possible, and arrange for further checks and references to be taken up (see below). Candidates who have not been successful will also be notified as soon as possible, and offered the opportunity to discuss the reasons why their application was unsuccessful.

7. References

Every applicant for employment (paid or voluntary) will be required to provide details of two referees (usually on the standard application form), including their current / most recent employer. WOCA will always take up written references and ensure that these are satisfactory before a formal appointment is made.

8. Entitlement to work

WOCA has a legal obligation to ensure that staff are entitled to work in the UK. The WOCA management committee will require evidence of such entitlement before an applicant can be formally appointed.

9. CRB checks

WOCA takes very seriously the need for Criminal Record Bureau checks, in order to protect children and vulnerable adults. Where appropriate, applicants are asked to give written permission for a CRB check to be carried out, usually at the point of completing an application form. The checking process will be carried out once a formal offer of employment is made and this will require an applicant to provide such personal details and evidence of ID, address etc. as are necessary to complete the check. If the post involves significant contact with children or vulnerable adults, WOCA will request an enhanced disclosure.

10. Employment of ex-offenders

WOCA aims to balance the various needs of people involved with West Oxford Community Centre. Whilst taking into account the needs of ex-offenders seeking voluntary or paid employment, West Oxford Community Association has to balance these with the needs, safety and well-being of other staff and the users of the Centre, many of whom are children and young people. Achieving this balance includes a duty of care and a commitment to our Child Protection Policy. Having a criminal record will not necessarily bar applicants from working with us, but any offer of employment, whether paid or voluntary, will depend on the nature of the position and the circumstances and background of candidates' offences.

11. Induction, development and support

WOCA will endeavour to provide appropriate induction, development and support for its staff. This will take the form of 'on the job' induction and support from other staff and members of the WOCA Committee and (where relevant and affordable) external training, eg food hygiene training for Café staff.

12. Contracts

All paid employees with WOCA will receive a written contract. This will specify the hours to be worked, the rate of pay, the period of notice, and other relevant information. It will also name the person who is responsible for supervision and support. The contract will also refer to various policies, including the child protection and health & safety policies, with which all employees are expected to comply during the course of their work. In addition, the contract will specify the length of probationary period relevant to the post.

13. Review of Conditions of Service

Conditions of Service will be reviewed annually with support from Oxford City Council HR and / or Community Matters / "Community" magazine (as

appropriate), with a view to keeping up to date with changes in employment law and practice.

Agreed 2/6/08