



Recruitment Policy

Voluntary & Community Organisation

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Recruitment Policy

Statement of Intent

The Management committee of The Yemeni Community Association is committed to ensuring that the recruitment and selection of all employees will be fair, open and transparent and will comply with all relevant legislation. Personal information received is dealt with in the strictest confidence. Inclusion forms an important aspect of the recruitment of staff within the service. Applicants will not be excluded from being considered for a position based specifically on their race, background, culture, religion gender or economic circumstances (as pertaining to the Equality Act 2004). Positions will be offered based on competency, qualification and enthusiasm for the position.

Job Description

Once a vacancy occurs a detailed job description is prepared before each post is advertised and is available to all applicants. The Job description includes:

- Job Title
- Location of position
- Who the employee will report to
- Overall purpose of the job
- Key area of work
- Details of specific duties and responsibilities
- Hours of work

Person Specification

The person specification includes

- Knowledge
- Skills
- Qualifications
- Experience
- Other attributes required to carry out the job satisfactorily

Advertising

All posts are advertised accordingly and clearly state that the Yemeni Community Association is an equal opportunities employer.

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- Any job vacancies must be advertised internally within the organisation via the notice board, website and any newsletters.
- Vacancies with a term of twelve months or more must be advertised externally through the local organisations, jobcentres and newspapers.

All advertisements include the following:

- Name and Role of the organisation
- Job title
- Brief description of the job
- Location of position
- Qualification and experience which are essential and which are desirable
- Whether the position is full time or part time, temporary or permanent
- How to apply
- How to get further information
- Closing date and time for application
- Logos if appropriate eg YCA, Salford City Council etc

The management committee must approve all job descriptions and person specifications before any post is advertised.

The Application

The applicants are sent:

- Application Form or request for C.V
- Person Specification
- Job Description
- Background information about the YCA.

All positions offered are subject to an Enhanced Criminal Record Bureau disclosure.

Completed applications will be dated on receipt.

Shortlisting

To ensure confidentiality, only those nominated to undertake the selection will see the complete application forms. At least one management committee member and a representative from the funding organisation including others from appropriate organisations will carry out the short listing and interviews. The selection panel would consist of a minimum of three suitable people to review all applications.

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The shortlisting panel and the interview panel will consist of the same people as far as possible and have gender balance.

- The selection panel agrees the selection criteria from the information supplied in the advertisement and the job description and before any applications are examined.
- Assessment of applications is based only on information provided by the applicant
- All applicants who meet the selection criteria are invited to attend for interview in writing or orally if time does not allow this.
- Unsuccessful applicants will not be notified. However the advertisement must have clearly state that unsuccessful candidates will not be notified in interest of economy.
- A complete report of the short listings process is prepared by the selection panel.

Selection Process

- The position is offered to the candidate with the highest mark on the score sheet, after references have been checked.
- A reference is always sought from the current or most recent employer. Both referees are contacted verbally by telephone and this is followed up with a written reference. Other appropriate legal checks that may be required.
- The person who comes second on the score sheet is held in reserve provided he/she meets the criteria.
- All interviewed candidates will be notified of the outcome of their interview once the post has been accepted and within one week of the interviews being held.

Induction

An induction period is provided for all new employees. Employees are given a personal induction upon which they will complete an induction checklist to suit their role.

The new employee will be provided with:

- Information on the role of the YCA services
- Information on the role of other members of the YCA i.e. the management committee

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- An Official contract of employment including the terms and conditions of employment.
- Details of salary scales
- Relevant policies and procedure to the his/her role
- Employees are obliged to familiarize themselves with the policies and procedures of the service and to sign to agree to codes of behavior as set out by the service.

Name(Printed):	Position:
Signature:	Date:

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Signature:	Date:

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