



مبرة الشاكري للتكافل الاجتماعي

Shakiry Charity for Social Solidarity

(Ex Iraqi Charities Forum)

(رابطة المبرات العراقية سابقاً)



POLICIES AND PROCEDURES

STAFF RECRUITMENT PROCEDURE

Statement

This Recruitment Procedure has been developed to ensure that all job applicants experience equality of opportunity, and to ensure that the recruitment process is fair and consistent. This procedure forms part of Shakiry Charity for Social Solidarity (SCSS) Equal Opportunities Policy, in that

- Shakiry Charity for Social Solidarity recognizes relevant equal opportunities legislation, for example the Race Relations Act, and agrees to consider all relevant activities covered by these legislative provisions.
- Shakiry Charity for Social Solidarity recognizes the importance of providing its services on a non discriminatory basis. It is our intention, therefore, to monitor the delivery of our services and to ensure that all staff are able to deliver service on this basis.

Recruitment Panel

A Recruitment panel of no more than three (3) people should be appointed/elected by the Management Committee (MC). The same panel should remain throughout the whole process.

The Panel should include one of the officers and another MC member and any more members decided by the MC from inside or outside the organization.

The recruitment panel will adopt the following code of practice:

- Every member of the Panel will receive a copy of this procedure, and shall undertake to abide by it.
- All discussion within the Panel regarding the selection/recruitment of applicants at short listing and interview shall be strictly private and confidential.
- A Member of the Panel must declare an interest if they know any candidate personally.
- Panel members shall promote at all times an impartial and objective approach and shall act in good faith.

- At all stages in the recruitment process, every Member of the Panel shall be bound by the majority decision. This shall not apply however, if, in the opinion of one or more Panel Members, discrimination has occurred. In such an event, the process shall be suspended while the Member concerned indicates the nature of their claim
- If agreement cannot be reached following discussion by the Panel, the Panel will proceed by majority view. Such occurrences will be reported to the full Executive Committee at the earliest opportunity, prior to any offer of employment being made.
- Panel Members should remember that their actions are also governed by current legislation.
- Panel Members should be offered some induction on Equal Opportunities Recruitment.

1. Timescale

Sufficient time should be allowed for each stage – as a guide, three weeks should be allowed between advertising and the closing date. Short listing should take place as soon as possible after the closing date and interviews held between one and two weeks after short listing.

2. Job Description and Person Specification

Before advertising the panel should agree the job description, making reference to the following:

- Job Purpose
- Whether the post is fixed-term
- To whom the post holder is responsible
- A list of responsibilities/specific duties
- Hours of work and the salary scale and reference to flexi time policy
- Details of source and availability of funding.

3. Advertising

The Panel should compose the advertisement, after the job description and person specification have been worked out, making reference to the following:

- Job title
- A short summary of job and person requirements
- A positive statement on Equal Opportunities
- A short description of Shakiry Charity for Social Solidarity and its funders
- Details of funding if the post is fixed term
- Notes on the accessibility of premises and non-smoking policy
- Salary scale and amount, hours, etc
- Address and telephone number of enquiries (with answer phone)
- Closing date
- Interview date

Due regard should be paid to any possible budgetary restrictions and the results of previous advertising when the Committee decides where to place the advertisement. Consideration will also be made as to the most effective means of reaching underrepresented groups.

4. Application Pack

An application pack should be sent to each applicant, considering of the following:

- A covering letter
- The application form
- An information paper specific to the post
- The Job Description
- The Person Specification
- Shakiry Charity for Social Solidarity Equal Opportunities Policy, including monitoring policy
- Annual Report or Shakiry Charity for Social Solidarity Brochure (as available)

5. Processing of Applications

The Coordinator or Staff member responsible for personnel, not being involved in the Selection Process, should take responsibility for opening and processing the applications and keeping them confidential. In the case of recruitment to the coordinator/office manager post, the Director will ensure that another member of staff assumes this responsibility.

Applications received after the closing date/time *may* be considered by the recruitment panel provided that short listing has not yet taken place and where, for example, a postmark indicates that it was posted in good time.

The application forms will be photocopied and circulated to each Member of the Panel.

6. Short listing

Short listing should be made solely on the basis of how well the panel considers that each candidate meets the requirements of the person specification, bearing in mind how these requirements relate to the job description.

Each Member of the Panel will compare the shortlists they have arrived at individually, and agree a consensus by majority view. The candidates to be shortlisted should be those who, to the satisfaction of the Panel, meet each and every point of the person specification.

After the shortlist is drawn up, the candidates should be contacted by Chair of the Panel and an interview time arranged. A letter should then be sent giving the time, place of the interview and giving a contact name and telephone number for candidates to confirm they can attend.

7. Interview Panel

The Panel will consist of no less than 3 persons and not more than 5. The Coordinator together with at least one member of the Management Committee will have positions on the Panel. One independent and qualified person who knows and is familiar with the operations of the organization can be invited to sit on the Panel to demonstrate fairness in accordance with Equal Opportunities Policy.

The Members of the Panel should be briefed in detail before the interview of the job candidates begin, and be familiar with all aspects of the post and its specification. If possible, at least one woman should be present on the Selection Panel. If disabled people apply, attempts shall also be made to include people with relevant disabilities or specialized knowledge of disabilities on the Panel for both short listing and interviewing.

8. Interviewing

Before the interviews, the Panel will agree a list of core questions and practical tasks which will explore more fully the requirements of the person specification, and will agree who will ask which questions. The Panel will agree a list of points they would wish to see covered to assist in scoring each answer.

Interview dates advertised in advance will only be changed in exceptional circumstances, such as the incapacity of Panel Members, and will not be changed in response to requests by applicants. The Panel should appoint a Chair to welcome the interviewees and make the introductions and give general information.

A candidate who, after discussion and comparison of scores, is ranked first by a majority of the Panel Members will be selected for the post.

Reference will be sought by telephone before contacting the successful candidate. If their verbal references are satisfactory, the successful candidate will be contacted and offered the job subject to receipt of satisfactory written references and satisfactory completion of a probationary period.

Unsuccessful candidates should be notified only after the successful candidate has accepted the job verbally. A letter should be sent to each unsuccessful interviewee thanking them for their time and offering them feedback.

References will be followed up and a written job offer made (conditional on receipt of satisfactory references and completion of probationary period) with details of the main terms and conditions and arrangements for commencing work. Employment will not commence until the receipt of a formal letter of acceptance from the successful candidate is received.