

Recruitment Policy

Introduction

This policy sets out Trinity's approach to the recruitment process. It includes information about line manager responsibilities, the role of the HR lead, job descriptions and employee specifications, assessment criteria, interviews and equality, diversity and inclusion.

At the heart of our recruitment policy is a commitment to being an Equal Opportunities Employer; to hire the best candidate for the role and to ensure that all applicants understand the process and the outcomes.

We are committed to promoting equality of access, opportunity and provision and to the fair treatment of our representatives and stakeholders, regardless of race, gender, gender identity, gender expression or trans status, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Any appointment, including to the Board, will be done in line with Trinity's Equal Opportunity Policy and applicants will be made aware of our policy via the recruitment process and on appointment.

Training will be provided to all employees who are involved in the recruitment process to ensure that they have sufficient understanding of diversity, inclusion and other matters relating to the recruitment, appointment and employment process.

Vacancy approval

Line managers are responsible for recruitment, in conjunction with the HR lead. A line manager who wishes to recruit someone must first obtain approval from the Finance Manager/CEO. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically.

If the line manager wishes to upgrade a role, or create a new role, they must provide the Finance and Office Manager with justification, focusing on organisational needs.

Vacancies

Job vacancies will be brought to the attention of the widest possible range of applicants, where reasonable and within budget. Vacancies may first be advertised internally.

Our vacancies will clearly set out the requirements of the role and candidate via the Job Description and Person Specification for each role.

Whilst job descriptions may differ, all candidates will be required to demonstrate their commitment to Trinity's ethos and policies, including but not exclusive to a demonstrable commitment to inclusion and equality of opportunity.

We will communicate with candidates as part of the advertising process:

- that we are an equal opportunities employer – see our Equal Opportunities Policy
- that candidates will be considered solely on their ability to do the job
- where a DBS check is a requirement for the post – see our Ex-Offenders Policy

Speculative applications

We do not accept speculative applications or CVs for paid employment. However, we are glad to receive CVs from those interested in volunteering opportunities. See our Volunteer Policy for more information.

Application form

Trinity uses a standardised application form because it is:

- fairer for all candidates, compliant with equal opportunities and facilitates monitoring
- easier to make comparisons between candidates and easier to short-list

The application form provides space for candidates to provide examples of relevant skills and experience, according to the job description and person specification, and describe their motives for applying for the specific post.

The application form includes a confidential equal opportunities form and personal details form. These forms are separated out before the application assessment and do not form part of the short-listing process.

Submitting an application

Before submitting an application, candidates are advised to read the supporting documents carefully, particularly the job description and person specification, to ensure that the job is appropriate for them.

Applications can be submitted via email or by post - hard copies are available upon request. All applications are kept on file for a fixed period in accordance with our Data Protection Policy.

Application processing

The following points will be taken into account when considering applications:

- applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, gender identity culture, religious belief, ethnic origin or sexual orientation. We will never exclude any candidate with a disability unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments
- any personal identifying information will be omitted from the assessment process and each application will be assigned a reference code (i.e. number/letter) so that applications can be assessed anonymously
- any discussions by the panel, either at application assessment or Interview stages, should be conducted without reference to a candidate's personal/identifying information

Other employment

In order to monitor working hours for the purpose of our working-time regulations, successful candidates are asked to disclose names of any other employers and the days and hours that they work.

Application assessment

The following points will be taken into account when assessing applications:

- any requirements for a specific post will be outlined in the job description
- we will ensure the person specification requirements for any job can be justified

- all applications will be assessed by a suitably qualified panel of no less than two people
- applications are assessed according to how closely a candidate's skills and experience match the job requirements, as outlined in the person specification
- the candidates who appear to best match the person specification will be short-listed for interview
- the short-listing decision will be based solely on the information provided in the application
- candidates who are already known to Trinity must ensure that they provide sufficient evidence concerning how they meet the job requirements as we do not take any previous knowledge not cited as part of the application process

Application feedback

Applicants who aren't short-listed for interview will be informed via email.

We do not provide individual feedback on why candidates have not been short-listed at application stage, though feedback may be provided in individual circumstances at the discretion of the panel.

Interviews

Candidates who are short-listed will be contacted via email to attend an interview. The following principles will be followed during the interview process:

- we will try to give a minimum of one week's notice of the interview time
- candidates will be asked about any special requirements when they are invited for interview and we are committed to being flexible, where reasonable and practical, to accommodate a candidate's needs
- interviews will be carried out by a suitably qualified panel of no less than two people (usually this will be the same panel as for application assessment)
- each candidate will be asked the same set questions in relation to the advertised role, in order to provide a fair basis of comparison

In some cases, we will hold interviews remotely via telephone/online video call/online. Video interviews are carried out using Zoom/Skype for Business/Microsoft Teams or an alternative video conferencing platform. The Panel should, in advance provide the interviewee with details of how the interview will be conducted

During the interview, candidates will be

- given a score for their answers
- advised before the interview if they are required to participate in any tests or exercises
- required to:
 - explain satisfactorily any gaps in employment
 - explain satisfactorily any anomalies or discrepancies in the information available
 - declare any information that is likely to appear on a DBS disclosure, if relevant to their role
- given the opportunity to:
 - introduce themselves to the panel
 - ask the panel to repeat/further explain a question
 - ask any questions they may have at the end of the interview

During the interview, the Panel will

- introduce themselves and explain the interview process clearly
- not make assumptions from appearance and should not ask about an applicant's personal information in relation to any protected characteristic
- focus the questioning on whether the candidate has the skills and experience for the job

- establish the candidate's availability to start work, including any prior arrangements for which they will need time off

The Panel must make a written record of every recruitment interview and retain a copy of the record in a confidential folder on Sharepoint.

Second-round interviews will be conducted where appropriate.

Interview feedback

Candidates who are unsuccessful after interview will receive feedback on their interview, i.e., where they did not demonstrate enough evidence of the skills/abilities required. This will usually be given by a phone-call.

Offers of employment

The most suitable person for the position will be appointed, based on their score at interview and the offer of employment will be made via phone and confirmed in writing via email, using the onboarding template email.

The successful candidate will receive a contract following offer of employment, to be signed before or on their first working day.

The HR lead will handle and process all personal documentation relating to the offer of employment and will ensure that all employment checks are undertaken (right to work, DBS, where appropriate and references).

New employees may not be able to start employment or work until references have been verified and DBS checks received. A new employee must not have unsupervised contact with vulnerable people until a satisfactory DBS check has been completed.

See our Safeguarding Policy and Ex-Offenders Policy for more information.

Pay

Pay scales are set in accordance with existing Trinity pay rates, in line with comparable local sector rates and taking into consideration available budget.

Medical examinations

We ask successful applicants to complete a pre-employment medical questionnaire. Any offer of employment will be conditional on the review of this medical questionnaire and any follow up Occupational Health advice indicating that the individual is able to meet the specific requirements for the role.

We never ask applicants to complete a medical questionnaire or undergo a medical examination prior to making them a conditional or unconditional job offer.

References and qualifications

References will only be requested from candidates who are short-listed for an interview. Candidates are asked to provide the names and contact details of two referees who can provide information regarding their suitability for the post. These should be responsible persons who are well acquainted with them and their work.

Referees are typically only contacted once an offer is made; however, some posts require reference checking to take place prior to interviews. Should candidates not wish referees to be contacted at the short-listing stage, they can indicate this on their application form. Successful candidates will also be requested to provide proof of all relevant qualifications.

Right to work checks

We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or the organisation being able to carry out a check on the Home Office online right to work checking service confirming their right to do the work in question.

To enable us to conduct an online check, the candidate must have shared their right to work details using the Home Office 'prove your right to work to an employer' online service.

The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality or ethnic or national origins.

Security checks

A basic check of successful applicants will be conducted as appropriate via the Disclosure and Barring Service (DBS). This is part of an essential security procedure and helps us to satisfy ourselves about the character of the applicant. A criminal record will not necessarily disqualify any candidate from working for us, however if discrepancies are found between the information supplied and the information we receive from the police we will discuss this with the candidate.

Details of specific criminal records will not be kept on file.

For some roles, candidates may be required to undergo an Enhanced DBS check, in line with our Safeguarding Policy and, as such, the commencement of employment may be subject to the satisfactory completion of this check.

Employees, contractors and volunteers may not be able to start employment or work until references have been verified and DBS checks received.

Data protection

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants.

Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. By submitting an application for employment, candidates consent to the recording and use of the information provided.

Information on the successful candidate will be retained and form the basis of a personnel file. Any data will be held securely with access restricted to those involved in the recruitment process. We retain information about applicants for a fixed period in accordance with our Data Protection Policy.

Employees should report immediately any inappropriate access or disclosure of job applicant data in accordance with the organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under our Disciplinary Procedure

Note

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

Document control

Version Number:

3

Approved By:

Emma Harvey, CEO

Effective Date:

04/08/2022