



Recruitment policy

1. General statement of intent

1.1 Survive wants to be a great place to work or volunteer. Survive is committed to:

- creating a diverse team which reflects the communities we serve;
- attracting and retaining the best talent;
- ensuring fair and equitable access to employment and volunteering opportunities.

1.2 Survive is also committed to creating an inclusive and respectful workplace in which individuals feel valued and wants to ensure that:

- no candidate is treated less favourably on the grounds of any protected characteristic as defined by the Equality Act (2010) unless there is an objective justification for doing so;
- no candidate is subject to harassment or victimisation as defined by the Equality Act (2010).

See also Survive's Equity, Diversity and Inclusion Policy

2. Scope and purpose of the policy.

2.1 This policy covers the processes involved in the recruitment and selection of paid staff.

2.2 A more proportionate approach will be taken for the selection and recruitment of volunteers and trustees whilst following the spirit and ethos of this policy.

2.3 The purpose of this policy is to ensure that staff and trustees understand their responsibilities in relation to fair and equitable recruitment and selection for paid roles.

2.4 The Board of Trustees have overall responsibility for the development and implementation of this policy, and for ensuring that Survive adheres to all relevant legislation and exceeds requirements in relation to equal opportunities.

2.5 Responsibility for the day-to-day implementation of this policy is delegated to the Chief Executive Officer and the Operations Manager.

3. The policy

3.1 Survive's selection processes are based only on the candidates' ability to do the role, their ability to make a contribution to Survive's effectiveness, and their potential for development.

3.2 Under the Disability Confident scheme, Survive will guarantee an interview to any candidate who discloses a disability at the application stage and meets all other requirements of the role.

3.3. With the exception of disability, as detailed above, Survive does not take into account any other protected characteristic as defined by the Equality Act (2010) unless there is an objective justification for doing so.

3.4 Due to the nature of Survive’s work, staff and volunteers may come into contact with adults and children and young people who are considered at risk of harm or serious harm. All employees, volunteers and trustees are therefore subject to an Enhanced DBS check so that any criminal background (including police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Rehabilitation of Offenders Act 1974) are disclosed to the organisation.

3.5 Survive undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. The appointment of candidates with criminal convictions is therefore reviewed on a case by case basis, with the exception of sexual offences.

3.6 As a survivor focused organisation, Survive will not appoint staff, volunteers or trustees who have perpetrated any sexual offence – whether as a juvenile or an adult - and will not progress the application of any individual currently under investigation for sexual offences.

4. The recruitment and selection process

4.1 Role description and salary

When a line manager identifies that a vacancy is available, they must:

- Inform the CEO to discuss the position that has become available to ensure that the role is still fit for purpose; that it needs to be filled; that Survive can afford to replace the position; and to decide whether it should be advertised internally first to develop and promote talent from within Survive;
- Review the current role description and person specification and make any adjustments as appropriate or, where necessary, draft a new role description and person specification. They should ensure that there are no requirements or criteria which are unnecessary to the post and which might exclude applicants from any particular community and that any genuine occupational qualifications are clearly stated. They should also check that the salary level is correct by benchmarking to similar roles in similar locations in similar organisations noting that any non-budgeted additional expenditure will need to be approved by the Finance Sub Committee. They should send the up-to-date role description to the People Sub Committee for final sign off along with proposed shortlisting criteria and interview question set;
- Once approved by the People Sub Committee and/or Finance Sub Committee, they should liaise with the Operations Manager to confirm the closing date for applications, the date of interview (where possible) and finalise the advertisement and recruitment process.

4.2 Advertising the role

4.2.1 Positions which become vacant or new positions will be advertised internally first, unless there is a good reason why this should not be the case (e.g. conditions of a funder). In all other areas, internal candidates will be treated in the same way as external candidates.

4.2.2 In order to promote equality of access to opportunities within Survive, we will advertise any employment or volunteering opportunities in places accessible to all communities (i.e. minority ethnic groups, disabled people, people from the LGBTQIA+ community, and to those without access to the internet or social media).

4.2.3 Applicants will have a minimum of two weeks from the date of the advertisement to apply for the job.

4.2.4 Advertisements should make clear to applicants:

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- Survive’s Mission, Vision and Values and commitment to equal opportunities
- that Survive welcomes applications from survivors of sexual violence, from people of colour, minority ethnic groups, disabled people, people in recovery, and people from the LGBTQIA+ community;
- that general life experience and voluntary as well as paid work are valued;
- where possible and appropriate to the role, advertise the availability of flexible or job share working arrangements;
- whether a role involves irregular or unsocial hours or travel to other locations;
- to read the Guidance Notes before submitting an application;
- to send a CV and an accompanying personal statement of not more than 2 sides of A4 explaining how their personal qualities, professional and/or personal experience, and skills meet the requirements of the job description and person specification;
- to complete and submit an Equal Opportunities monitoring form;
- to complete and submit a Criminal Disclosure form with brief details of any police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Rehabilitation of Offenders Act 1974;
- that failure to reveal information about a criminal conviction or caution that is directly relevant to the position sought could lead to withdrawal of an offer of employment;
- that an application for an Enhanced DBS certificate will be submitted in the event of the applicant being offered the position;
- that non-UK citizens must provide proof of their right to work or volunteer in the United Kingdom and evidence of the settled or pre-settled status in the event of them being offered the position and as Survive does not have a sponsor licence to hire workers from outside the UK;
- the Operations Manager will check the appropriate documentation to verify the prospective employees' entitlement to work or volunteer in the United Kingdom.
- that Survive practices anonymous recruitment;
- that Survive acknowledges and thanks all applications

4.3 Anonymous recruitment

4.3.1 All applications should be directed to recruitment@survive-northyorks.org.uk or posted to Second floor, 25 Micklegate, York YO1 6JH.

4.3.2. The Operations Manager will collate all applications and prepare them for anonymous shortlisting to enable Survive to find the best candidate for the role whilst reducing the risk of unconscious bias.

4.3.3 The process for anonymous recruitment involves

- the Operations Manager removing the names and any other distinguishing features from applications forms (such as date of birth and years related to education)
- the appointing line manager and a colleague then reviewing the anonymised applications forms and scoring them against the agreed shortlisting criteria linked to the role description and person specification;
- overseas qualifications, degrees and diplomas from bona fide institutions which are comparable with UK qualifications, will be accepted as equivalents;
- the Operations Manager reveals the names of the candidates once the line manager has decided who to interview.

4.3.5 Survive commits to:

- all applicants being given equal consideration for appointments;
- all applicants being assessed according to their capability to carry out the role;

- all applications for paid-for roles being shortlisted by more than one person and scored against the role description and person specification;
- the recorded scores and reasons for shortlisting being retained for 6 months and in line with our Confidentiality, Information Sharing and Data Protection Policy.

5 Interviewing and handling disclosures

5.1 Interviewing

Survive commits to fair and transparent interviewing processes as follows:

- under the Disability Confident scheme, all applicants who have disclosed a disability on their application form who meet the requirements of the role will be guaranteed an interview;
- to ensuring that all applicants invited to interview are asked if they need reasonable adjustments and, where necessary, making those reasonable adjustments;
- that all shortlisted candidates for paid-for roles are interviewed by a minimum of two members of Survive including the appointing line manager;
- that the same core questions should be asked of each applicant relating to the experiences, skills and qualities identified on the personal specification;
- that all applicants are scored against the role description and person specification;
- that the recorded scores and reasons for appointing or not appointing will be retained for 6 months and in line with our Confidentiality, Information Sharing and Data Protection Policy;
- that line managers should issue top line question sets to candidates in advance of interviews.

5.2 Handling disclosures

Survive undertakes to have an open and measured discussion with any candidate sifted for interview who has also declared a criminal conviction or caution. This discussion will take place either at interview or as a separate discussion.

6. Conditional offer, references, vetting, right to work, appointment

6.1 Conditional offer

6.1.1 After the interview, the candidates will be discussed by the interviewing panel until a consensus is agreed.

6.1.2 The successful candidate will be contacted by the appointing line manager with a conditional offer and if they accept, a start date will be agreed.

6.1.3 The line manager should inform the Operations Manager of the conditional offer so that they can take up references and start the vetting process.

6.1.4 The line manger should contact the successful candidate first and only contact unsuccessful interviewees once the successful candidate has accepted the role. The line manager should offer feedback to unsuccessful interviewees, if requested.

6.2 References

6.2.1 The Operations Manager will take up two relevant references from current or former employers in order to obtain a factual check on a candidate's employment history, qualifications, experience and/or an assessment of the candidate's suitability for the post in question. The information sought will include:

- Capacity in which the referee knows the applicant and for how long;
- Length of employment;
- Job title;
- Brief detail of responsibilities;
- General performance;
- And any other relevant information.

6.2.2 If the references are not adequate, the appointing line manager will write to the applicant withdrawing the offer and explaining that it was due to unsatisfactory references.

6.3 Vetting

6.3.1 Survive undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

6.4 Right to work or volunteer

6.4.1 If a non-UK resident applies for a post with Survive, the Operations Manager will check the appropriate documentation to verify the prospective employees' entitlement to work or volunteer in the United Kingdom.

6.5 Appointment

Subject to references and vetting, the Operations Manager will send the offer letter and contract or volunteer agreement to the successful candidate which should be signed on the candidate's first day with Survive.

The Operations Manager will work with the appointing line manager to manage the induction process.

7. Equity, diversity and inclusion considerations

Survive will work to ensure that staff and volunteers receive the support they need to do their role and that specific requirements such as those shown below are addressed.

7.1 Disabled employees and volunteers

Survive will help employees and volunteers who identify as disabled to work within the organisation and will make reasonable adjustments. Where an employee or a volunteer becomes disabled, wherever possible Survive will assist with their rehabilitation and retraining. Reasonable steps or adjustments to achieve this may involve adjusting working conditions and practices or redeployment to alternative work. Access to Work ([gov.uk/access to work](http://gov.uk/access-to-work)) has additional information regarding government support to help individuals get or stay in work if they have a physical or mental health condition or disability.

7.2 Cultural and religious needs

Where employees or volunteers have particular religious or cultural needs which may conflict with work requirements, managers will consider whether it is reasonably practicable to vary or adapt these requirements to enable such needs to be met (e.g. where annual leave is sought on a religious festival it should not be unreasonably withheld).

In dealing with such matters, managers must seek to balance the operational needs of the organisation with the cultural and religious needs of employees and volunteers and will seek appropriate advice in how to do so.

7.3 Flexible working patterns

Where possible, we will embrace flexible working patterns which encourage a positive work/life balance; help staff, volunteers and trustees return to Survive after a career break; help staff, volunteers or trustees combine their work or voluntary role with raising a family or with caring responsibilities. We will ensure employees have access to information and advice regarding relevant entitlements.

8. Access and review

8.1 Line managers and trustees will receive a copy of this policy as part of their induction.

8.2 A hard copy of this policy will be kept in the policy folder in the Survive office and a soft copy will be stored on HR Breathe and Sharepoint.

8.3 The Board of Trustees will review this policy every three years.

8.4 Line managers will be informed of any updates via the Senior Management Team meetings.

<p>Other linked policies:</p> <ul style="list-style-type: none">EDI policyGrievance policyDisciplinary policyWhistleblowing policy
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APPENDIX 1

Guidance Notes

The information you provide in your application form is the **ONLY** information we will use in deciding whether or not you will be shortlisted for an interview. Your application form is therefore very important and the following advice is designed to help you complete this as effectively as possible. Survive commits to all applicants being given equal consideration for appointments and to all applicants being assessed according to their capability to carry out the role.

Planning your application

- Before completing the application form, read the role description and person specification carefully, so that you know what the role involves and the range of expertise required.
- The person specification is a list of criteria or requirements regarded as ~~necessary~~ essential or desirable for the post. Look at these and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself. Draw upon your past and present job, interests, voluntary work and any other relevant experience and skills.
- Survive will accept as equivalents overseas qualifications, degrees and diplomas from bona fide institutions which are comparable with UK qualifications
- considered for an interview, you will have to fulfil the person specification, demonstrating your abilities by telling us about your experiences. Whatever it is, the most important thing is to tell us – we are unable to guess or make assumptions.

Completing your application

- Your CV and personal statement should be written/typed as clearly as possible using dark ink as it may be photocopied.
- If you have any disabilities and require information or forms in a different format, please let us know.
- Your personal statement should be no longer than two sides of A4 using size 12 font if in typed format.
- Please provide the name of two referees, one being your present employer and most recent employers wherever possible.
- Please send your CV, personal statement, Equal Opportunities Monitoring form and where applicable, Criminal Disclosure form to recruitment@survive-northyorks.org.uk or post to Survive, Second Floor, 25 Micklegate, York YO1 6JH;
- The job advertisement will state the closing date by which you must return your application. Applications received after this closing date and time will not be considered.

Anonymous recruitment

- Survive operates 'anonymous' shortlisting process which means the name and any other distinguishing features are removed from CVs (such as date of birth and years related to education) before the appointing line manager and a colleague review the applications and score them against the agreed shortlisting criteria linked to the role description and person specification.
- Applicants who best meet these requirements will be shortlisted for interview.
- Under the Disability Confident scheme, applicants who disclose a disability on their application and meet the requirements of the role will be shortlisted for interview.

Interviews

- The interview panel will ask questions to cover the person specification. The questions are intended to allow you to expand on your application and show the panel how far you meet the requirements of the post. Line managers should issue top line question sets to candidates in advance of interviews.
- Short-listed candidates may be asked to complete a task either before or at the interview, and as part of the selection process.
- Short-listed candidates will have the opportunity to ask questions about the job, conditions of service etc.
- People on the panel have to keep a record of their assessment of each candidate so that the reasons for their decision are clear and consistent.

Feedback

- If you are unsuccessful at interview and feel feedback would be helpful in applying for other jobs, please get in touch with the Chair of the interview panel who will arrange this.
- Survive is not able to provide feedback to applicants not sifted for interview.