



# The Trust for Developing Communities

## Recruitment Policy

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### 1. Introduction

The purpose of this document is to set out the procedures for recruiting new paid staff to TDC's employ.

The Management Team will be responsible for determining the staffing required by TDC for the efficient execution of its responsibilities under its various programmes of work.

Where additional staff are deemed to be needed or where a vacancy arises due to the resignation or retirement of an existing member of staff, the Management Team will report the need to recruit to the Board of Trustees and its Sub-Committees.

### 2. Process

The Personnel & Employment Sub-Committee (PESC) will be responsible for approving the job descriptions and person specifications of the post(s) and agreeing the nature of the advertising appropriate for filling each vacancy. The salary for the post in question will be in accordance with TDC's approved salary scales.

The recruitment process will be overseen by the Chief Executive or the Projects Manager who will be the line manager of the post in question. He/she will determine the timetable for the recruitment process, in order that dates may be included in advertisements, and will convene an appointments panel consisting of at least three and no more than four persons, including him/herself. The panel shall include a local resident representing the neighbourhood where the postholder will be working together with a member of the Personnel & Employment Sub-Committee or other Trustee.

The appointments panel will meet for a shortlisting meeting to consider the applications received and to draw up a shortlist of candidates to be invited for interview.

Shortlisting will be undertaken by checking the various elements in the person specification against completed application forms. The panel will determine what practical/ presentational skills interviewees may need to demonstrate at the interview or in a pre-interview test, e.g. computer skills for an administrative post, presentational skills for a development worker or manager post.

The appointments panel will then interview the shortlisted candidates and again mark their skills and experience against those listed in the person specification. In accordance with equal opportunities practice, the person with the highest marks from the interview will normally be offered the post.

No-one shall serve on an appointments panel who is unable to undertake both the shortlisting and the interviewing.