

# Policy for the Recruitment and Selection of Staff



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## Revision History

Date	Details	Author	Review date
Feb 2013	New policy	Vicky Wyer	Feb 2016
Feb 2016	Reviewed	Vicky Wyer	Feb 2019
Feb 2019	Reviewed	Vicky Wyer	Feb 2022
Jun 2022	Reviewed	Adrian Stones	Jun 2024

## 1. Statement of Intent

The Triangle Community Garden is committed to a policy of recruiting the best person for the job in an environment where people are encouraged to develop to their full potential and, whilst being unable to guarantee it, providing long term employment and staff retention. Equal opportunities will be observed at all times and appointments will be made on the basis of the specified criteria required for the vacancy. We actively encourage applications from all sections of the community and seek to be representative. Discrimination in any form will not be tolerated.

## 2. General Recruitment Processes

- 2.1. The Triangle Community Garden (TCG) aims to ensure that their functions, including safer recruitment are discharged with regard to the need to safeguard and promote the welfare of vulnerable groups in line with s.11 Children 2004 and Section 175 and Section 157 Education Act 2002 and the Safeguarding Vulnerable Groups Act 2006 and the Care Act 2014.
- 2.2. So as to minimise the risk of employing or engaging an individual who poses a predictable risk, TCG will, with respect to candidates who will be working with vulnerable groups (and in addition to personal interviews), ensure candidates:
  - have the correct working visas
  - have undergone a satisfactory DBS disclosure where applicable
  - are able to produce at least two satisfactory references.TCG reserves the right not to confirm a conditional offer of employment should these not be in place.
- 2.3. To ensure that selectors of staff are able to successfully test candidates' ability and experience against a clearly defined person specification The Triangle Community Garden will offer them, where necessary:
  - Specific training
  - Supervised / supported experience of recruitment
  - Periodic evaluation of performance

## 3. Choice of Candidate

### Quality of Job Description & Person Specification

- 3.1. Job descriptions (JDs) and person specifications will reflect professional practice requirements.
- 3.2. Person specifications will be clear about the criteria that candidates are expected to meet. Those criteria will be specific and relevant to the job, non-discriminatory and identified as essential or desirable in accordance with best practice.

## **Advertising**

- 3.3. A recruitment advertisement will be produced using the Triangle Community Garden' standard corporate format, based on the details contained within the job description and the person specification.
- 3.4. All vacancies will be advertised as single posts unless prior approval for a job share has been given. Job vacancies will normally be advertised both internally, via staff meetings, etc and externally via media appropriate to the vacancy e.g. local press, company website, company publications etc.
- 3.5. A closing date of 3 weeks from the notification/press date will normally be used.
- 3.6. Where possible, interview dates will be included in the advertisement.

## **Application Procedure**

- 3.7. All applicants will be required to fill in an application form.
- 3.8. Application forms and information packs for advertised vacancies will be obtainable by telephoning or writing to the Triangle Community Garden or online from [www.trianglegarden.org](http://www.trianglegarden.org). Information packs will normally include:
  - Application Form
  - Job Description
  - Person Specification
  - Information on the Triangle Community Garden
  - Equal Opportunities Form
- 3.9. Information included on application and other forms will be checked and all applicants will be advised that they may be asked to provide documentary evidence of qualifications, and that providing incorrect information or deliberately omitting any relevant facts could result in disqualification from short-listing and selection or, where an appointment is made, dismissal.
- 3.10. Applicants will be required to agree to provide an original of their current DBS certificate within 21 days, should a positive disclosure be identified.
- 3.11. All applications will be treated in the strictest of confidence and processed as efficiently and speedily as possible.

## **Personal Data**

- 3.12. On applicants: The Data Protection Act 1998 requires us to notify applicants of the length of time for which the information on their application forms will be retained. At The Triangle Community Garden this period is three years from the date of the application. At the end of this period, any documents will be destroyed. All information will be confidential to the Triangle Community Garden and not disclosed to a third party, unless required by law.
- 3.13. On appointed persons: we will keep the records of the appointed candidate throughout the period of their employment and for seven years thereafter.

### **Closing Date**

3.14. Completed Application Forms will be required to be returned by 5.00pm on the stated closing date. Applications received after this date will not normally be considered.

### **Acknowledgement**

3.15. Receipt of completed application forms will not normally be acknowledged unless the candidate makes such a request in writing, by email or by phone. However, all applicants will be notified in writing at the end of the selection process.

### **Short-listing Criteria**

3.16. A panel of three people, including a TCG trustee, will be responsible for the shortlisting and interview of candidates. The short-listing panel will read all applications whether internal or external.

3.17. Shortlisting will be done against the criteria set out in the person specification and recorded by each member of the panel in a clear and consistent way, before discussing the candidates. This will normally be by a scoring matrix which members of the panel complete independently prior to discussing scores. Weighting may be used where more than one candidate meets the requirements equally.

### **References from previous substantive employers**

3.18. At least two references will be sought, preferably from 2 of the following categories: employment (including voluntary), academia, or character.

3.19. Employment references should be sought from someone with managing responsibility (and reasonable steps should be taken to verify that status).

3.20. All referees should be advised in the request to take reasonable care to ensure her/his statement:

- Is reliable and comprehensive - e.g. accurate dates of employment, DBS checks, any periods of sick leave
- Is based upon an accurate assessment of an individual's qualities e.g. any disciplinary action, known convictions or other grounds for concern
- Focuses on the key criteria for effective performance in the specified post and
- Offers a full and frank disclosure of all matters considered relevant by the author - e.g. candidate's reason for planning to or actually leaving her/his post.

3.21. A comparable reference should also be obtained from her/his line manager in respect of internal candidates.

3.22. References should be obtained prior to confirming an appointment.

### **Notification of interview**

3.23. Short-listed candidates will be invited for interview in writing. All short-listed candidates will be asked if they have any special needs or requirements for the

interview which the Triangle Community Garden will then endeavour to accommodate.

3.24. Before they attend the interview short-listed candidates will be provided with details of the interview date, time, location, directions, summary of terms and conditions of employment, any preparation requirements e.g. presentation, any requirement to undertake testing etc.

3.25. Before the formal interview, candidates may be required to attend a taster day on site with the Triangle Community Garden team.

### **Unsuccessful Appointments**

3.26. If for any reason a new post holder leaves The Triangle Community Garden's employment within three months of the interview date, the original unsuccessful short-listed candidates may be contacted, in order of original preference, and offered the post without the need to re-advertise. If there are no appropriate reserve candidates or they are no longer available the position will be re-advertised in accordance with normal procedure.

### **Temporary to Permanent**

3.27. The status of posts may change from temporary to permanent as the result of operational demands, while the nature of the job duties and responsibilities remains the same.

3.28. In these circumstances, temporary staff originally employed in a temporary post will be given the opportunity of undertaking the role on a permanent basis without the need to advertise the position providing that:

- the performance within the role has been satisfactory and
- the recruitment and selection process for the original temporary vacancy was carried out in accordance with correct procedure.

### **Selection Process, Testing and Interview Format**

3.29. Generally, the selection process for all candidates will include:

- A brief introduction to The Triangle Community Garden – history, services, purpose etc.
- A summary of the vacancy's requirements
- Standard questions to check the depth and range of topics related to the requirements of the person specification.
- A discussion of training and development needs.
- An opportunity to clarify items on candidates' application forms.
- An opportunity for candidates to ask questions on any related topic.
- An opportunity to clarify/discuss terms and conditions related to the post. A summary of these will have been sent/given in advance to the candidates.
- A discussion of the rest of the recruitment procedure and timescales, including details of the six month probationary period.
- The undertaking of any appropriate testing.

3.30. For certain vacancies, where technical skills are essential e.g. practical/horticultural work, candidates may be required to undertake a short

test. Such tests will be an aid to the selection process and not a sole indicator. All candidates will be advised prior to their interview if there is a requirement to undertake any test(s).

### **Selection Decision**

3.31. All selection decisions, whether on internal or external candidates, will be made by the panel, and based solely on the suitability and eligibility of those candidates to do the job.

### **Feedback**

3.32. Any candidate who is unsuccessful may request feedback following their interview. This will be provided by the chair of the interview panel.

### **Conditional Offer of Employment**

3.33. The successful candidate will usually be notified verbally by the Triangle Community Garden of an offer of employment, subject to the following conditions being met to the satisfaction of TCG:

- Receipt of at least two satisfactory references, one of which will ideally be the applicant's current or immediately past employer or teacher/tutor if leaving education. (The Triangle Community Garden will apply for references as stated on the application form and will obtain authorisation from the candidate if not previously given.)

Completion of a declaration of convictions form and the receipt of a satisfactory enhanced DBS check where appropriate.

- Successful compliance with the Asylum & Immigration Act 1996 where appropriate
- Any other conditions relevant to the vacancy e.g. health check, driving licence, which will be advised at the initial stages of the application procedure.

3.34. Successful internal candidates are exempt from the reference procedure if they have successfully completed their 6 months' probationary period in their previous role with the Triangle Community Garden.

3.35. In the event that any element of the conditional offer is not met to the satisfaction of the Triangle Community Garden, or the candidate is found to be dishonest, the candidate/member of staff will be advised accordingly. The Triangle Community Garden reserves the right to withdraw the offer of employment, or terminate the engagement, if employment has already commenced, if any condition has not been met satisfactorily.

### **People with Disabilities**

3.36. Where candidates have indicated that they have disability, the Triangle Community Garden will endeavour, wherever practically possible, to provide appropriate assistance and make reasonable adjustments to the recruitment and selection process to accommodate them.

3.37. If a person with a disability is selected for the post, the Triangle Community Garden will endeavour wherever practically possible to make reasonable

adjustments to support and accommodate that individual. Where reasonable adjustments are not able to be made because of e.g. office layout, location, financial constraints, or are/would be insufficient, the candidate will be provided with appropriate feedback.

### **Equal Opportunities**

3.38. See The Triangle Community Garden's Equality and Diversity Policy.

### **Complaints**

If any candidates have concerns about their experience of The Triangle Community Garden' Recruitment and Selection Policy they may refer the matter to the Chair of the Trustees for review.

## **4. Publication**

- This policy will be available at Ransom's Pavilion and on the Triangle Garden website: [www.trianglegarden.org](http://www.trianglegarden.org). It is available on request in hard copy – please email [liz@trianglegarden.org](mailto:liz@trianglegarden.org) or write to Triangle Community Garden, c/o Hitchin Initiative, 1A Churchyard Hitchin SG5 1HR
- Current and new members of staff, volunteers, trustees, tutors, hirers and contractors will be made aware of its existence and any revisions made.