

HINCKLEY HOMELESS GROUP

LAWRENCE HOUSE SUPPORTED ACCOMMODATION

Recruitment Policy

Hinckley Homeless Group (HHG) is committed to be a fair employer, as set out in the Equality and Diversity Policy (section headed Equal Opportunities in Employment of staff and volunteers).

The Group operate an open recruitment process and all potential employees (and volunteers) are subject to enhanced Disclosure and Barring Service (DBS) checks before they commence employment.

All permanent staff are recruited by assessing their skills, experience and competencies, on the basis of the standard Job Application Form, compared with the job requirements set out in detailed Job Descriptions and Person Specifications approved by the Management Committee.

The Project Manager, together with at least one Management Committee Member, undertakes short listing and interview of candidates with decisions on appointment depending on how candidates meet the job requirements.

It is the responsibility of the Management Committee to ensure that the Recruitment Policy is subject to full review on a regular basis, not to exceed a period of 5 years.

The organisation and means by which this Policy shall be fulfilled are set out in the following section.

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Arrangements for delivering the Recruitment Policy

The responsibility for implementation of the Recruitment Policy devolves upon the Project Manager.

The following process should be completed for any permanent vacancies:

- The Job Description, Personal Specification and Conditions of Service for the position should be reviewed and approved by the Project Manager (PM) and at least one Management Committee (MC) Member.
- The correct vacancy title, conditions and rate of pay should be agreed by the Project Manager and at least one MC Member.
- The Project Manager will agree with the MC which MC Member will be involved in the recruitment process to conduct the short-listing and interviews with the PM. The PM and MC Member nominated should agree a timetable to advertise, including a closing date for applications, date(s) for short-listing and date(s) for interviews.
- All applicants MUST apply using the HHG application form. CVs will not be accepted.
- The vacancy should be advertised as widely as possible; this may include one or more of (but not limited to): in house noticeboards, Job Centre on-line facility, local newspapers, wider newspapers. The Project Manager and at least one member of the Management Committee should agree the advertisement method.
- Applicants will be advised to contact the office for an Application Pack. The PM will organise and approve the preparation of these packs which will include (but not limited to):
 - ✓ Letter – advising deadline for replies and confirming that only shortlisted applicants will be contacted.
 - ✓ HHG Application Form
 - ✓ Job Description
 - ✓ Person Specification
 - ✓ Conditions Of Service

- ✓ Equality & Diversity Statement
 - ✓ Equality & Diversity Monitoring Form
 - ✓ Declaration of Criminal Convictions
 - ✓ Lawrence House Leaflet
- An Applications Log will be maintained in the office to record all packs requested. Packs will be posted out.
 - Upon receipt of applications, the Equality & Diversity Forms will be removed and passed to the Administration Assistant for review. Application Forms will be passed to the PM and photocopied for the MC Member.
 - Photocopied Applications will be passed to the MC Member along with a copy of the Job Description, Person Specification and Recruitment Record for scoring applicants.
 - The PM and MC Member will mark applicants separately and then meet to review which applicants to invite to interview.
 - Applicants who are able to prove that they have the required skills and experience will be contacted (this may be by phone or letter) and invited to interview.
 - For Project Workers and Project Manager recruitments: the PM and MC Member will agree an incident scenario for use at the interview stage.
 - After interview, the PM & MC Member will discuss and agree who to appoint to the position or whether applicants were unsuitable; in which case, the recruitment process should be re-started.
 - The PM will contact the successful candidate by phone to offer the position; following this up in writing to confirm start date.
 - Unsuccessful applicants should be contacted and given the opportunity to request feedback from their interview.
 - Any position is dependant upon satisfactory references. These should be requested immediately for the successful candidate and be completed before commencement of employment.
 - Temporary positions or relief positions may be processed slightly differently due to their nature and urgency but in all cases both the DBS check and the satisfactory references must be obtained prior to commencement of employment.