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**Recruitment Policy**

This policy will be reviewed on an ongoing basis, at least once a year. NAPA will amend this policy, following consultation, where appropriate.

Date of last review: 05/10/2021

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## **Introduction**

The purpose of this policy is to facilitate the recruitment of individuals who match the specifications of NAPA vacancies, in a way which is fair, cost-effective and reflects NAPA’s commitment to Equality and diversity.

## **Principles**

* Vacancies should be filled via a competitive selection process, using fair and robust job-related criteria.
* Recruitment and selection processes should be accessible to all, in line with NAPA’s commitment to provide reasonable adjustments for disabled candidates.
* Employees who are seeking redeployment will be given priority consideration over other applicants, provided they have the relevant skills and experience.
* The Chief Executive, or appropriate hiring manager should have undertaken Fair Selection in Recruitment training.
* Any offer of employment at NAPA is subject to satisfactory Enhanced Disclosure and Barring Service (DBS) checks.
* Any offer of employment must comply with NAPA’s compliance policies (e.g. evidence of eligibility to work in the UK, satisfactory internal/external references). For some roles, the offer may be subject to a check of essential qualifications.
* The charity will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and to the charity.
* The charity will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
* The charity will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate’s experience is positive, irrespective of the outcome.
* The charity will ensure that its recruitment and selection process is cost effective.
* All documentation relating to applicants will be treated confidentially in accordance with NAPA’s Privacy Policy.
* The safeguarding of children is paramount to NAPA. The charity has developed recruitment practices to ensure staff and volunteers are suitable for working with children.

**Advertising Vacancies**

* All continuing vacancies, plus vacancies of three months or more, should be advertised internally and externally.
* A vacancy may be advertised to a restricted distribution if the charity is undergoing a restructuring process or an internal reorganisation in which headcount increases are prohibited.
* A job description and person specification will be produced or updated for any vacant post that is to be filled.
* The job description will accurately reflect the elements of the post.
* The person specification will state both the essential and desirable criteria in terms of skills, aptitude, knowledge and experience for the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

**Shortlisting, selection and assessment**

Shortlisting and selection activity must involve the Chief Executive or appointed hiring manager and at least one other person. All possible steps should be taken to make the process as fair as possible and to counter or remove any bias.

All staff involved with recruitment and selection are expected to have undertaken Safer Recruitment in Education training. This is provided for NAPA by the NSPCC.

Progress through each stage will be determined by the extent to which a candidate’s skills, knowledge and experience match the requirements of the role.

External candidates may be eligible to claim reasonable travel expenses, depending on individual circumstances. Payment is at the discretion of the Chief Executive and must be approved in advance.

Employees who have applied for a vacancy at NAPA are entitled to receive feedback.

## **Start date**

When a candidate is appointed, the start date should be as soon as practically possible (normally within a maximum period of 8 weeks from acceptance of offer).

## **Appointments without competition**

In certain circumstances, it may be appropriate or practical to fill a vacancy without a competitive selection process. The rationale for doing so should include an assessment of the potential impact, and approval sought in advance from the board of trustees.

The circumstances in which an appointment may be made without competition are as follows:

* If there is a suitably qualified employee seeking redeployment, provided this does not involve a promotion.
* Where there are overriding operational considerations of an exceptional nature.
* Where a similar vacancy has been advertised so recently (normally within 4 months) that the field of candidates has not changed, and is therefore known to the hiring manager.
* Where there has been no substantial change to the principal responsibilities of a role, but it has been re-banded as a result of an evaluation process.