**Recruitment Policy for Power Through Sport CIC**

**Effective Date:** [06/11/2024]

**Introduction:**

At Power Through Sport CIC (PTS), we are committed to recruiting individuals who are passionate about community sports development, diversity, and making a positive impact on the lives of others. We believe that a fair, transparent, and inclusive recruitment process is essential to building a strong and diverse team that reflects the values and mission of our charity.

This Recruitment Policy outlines the principles and procedures we follow when recruiting staff, volunteers, and other key individuals to ensure that our recruitment practices are equitable, transparent, and effective.

**1. Purpose of the Recruitment Policy**

The purpose of this policy is to ensure that recruitment for all roles within PTS is:

* Fair, transparent, and inclusive.
* Based on equal opportunities for all applicants, regardless of gender, race, age, disability, sexual orientation, religion, or any other protected characteristic.
* Conducted in compliance with all relevant legal and regulatory requirements.
* Designed to attract and select individuals who are committed to supporting our charitable objectives and enhancing the impact of our community sports programs.

**2. Scope of the Policy**

This policy applies to the recruitment of all roles within PTS, including but not limited to:

* **Paid Staff**: Full-time, part-time, temporary, and seasonal employees.
* **Volunteers**: Individuals who offer their time and skills to support our activities and programs.
* **Contractors and Consultants**: External professionals brought in to work on specific projects or provide expertise.
* **Board Members**: Trustees who provide oversight and governance of the charity.

**3. Equal Opportunities Statement**

We are committed to ensuring that all recruitment decisions are made based on merit, qualifications, and the potential of the individual, irrespective of:

* Age
* Disability
* Gender, gender identity, or gender expression
* Marital or civil partnership status
* Pregnancy or maternity status
* Race, ethnicity, or nationality
* Religion or belief
* Sexual orientation
* Socio-economic background
* Any other characteristic protected by law

We aim to create an inclusive, supportive, and diverse workforce where all individuals feel valued, respected, and empowered to contribute to the charity’s mission.

**4. Recruitment Process**

Our recruitment process is designed to be open, transparent, and efficient, and it follows the key stages outlined below:

**4.1 Job Vacancy Identification**

When a vacancy arises, we will:

* Review the role and determine the need for recruitment.
* Ensure the role is aligned with our strategic goals and that funding or resources are available to support the position.
* Ensure that job descriptions and person specifications reflect the skills, experience, and values required for the role.

**4.2 Job Advertisement**

We will advertise vacancies widely to attract a diverse pool of candidates. This includes:

* Posting the vacancy on the PTS website.
* Advertising through relevant job boards and social media platforms.
* Engaging with local community organisations, networks, and partners to reach underrepresented groups.
* For roles requiring specific skills or qualifications, we will approach relevant networks or professional groups to ensure inclusivity.

The job advertisement will include a clear job description, person specification, application instructions, and details on how to apply. All advertising materials will emphasize our commitment to diversity and equal opportunities.

**4.3 Application Process**

We will ensure that the application process is clear, accessible, and fair. Applicants will be required to:

* Complete an online or paper application form.
* Provide a curriculum vitae (CV) and/or cover letter, where applicable.
* Provide references or any other documents requested in the job posting (e.g., portfolio, DBS check, etc.).

Applications will be accepted within the specified timeframe, and we will acknowledge receipt of all applications.

**4.4 Shortlisting**

After the application deadline, we will:

* Review all applications based on the criteria set out in the person specification.
* Shortlist candidates who meet the essential qualifications, experience, and skills for the role.
* Where applicable, ensure that any shortlisting process is blind to the personal details of applicants (e.g., names, gender, age) to avoid unconscious bias.

**4.5 Interview and Selection**

For shortlisted candidates, we will:

* Organise interviews to assess candidates’ suitability for the role.
* Ensure that interviews are conducted in a fair and consistent manner, using structured interview questions based on the person specification.
* Ensure that interview panels are diverse, where possible, and include people with experience in the role, as well as individuals with expertise in diversity and inclusion.
* Provide reasonable adjustments to ensure that all candidates can participate in the interview process, including candidates with disabilities or specific needs.

**4.6 Job Offer**

Following the interview process, we will:

* Select the most suitable candidate for the role based on merit and alignment with our values and mission.
* Make a conditional job offer, which may be subject to background checks, such as references, safeguarding checks (DBS), and proof of qualifications.
* Provide feedback to candidates who were not selected, where requested, to ensure transparency and fairness.

**4.7 Induction and Onboarding**

Once the candidate accepts the offer, they will undergo an induction and onboarding process, which will include:

* A welcome session introducing them to the organisation’s mission, values, policies, and key stakeholders.
* Role-specific training, including safeguarding policies, health and safety procedures, and any other relevant training for staff, volunteers, or trustees.
* Ongoing support and monitoring during the probationary period (where applicable) to ensure the individual is settling into their role.

**5. Safeguarding and Background Checks**

As part of our commitment to safeguarding, especially for roles involving vulnerable groups (such as children or people with disabilities), we will:

* Conduct relevant background checks (e.g., Disclosure and Barring Service (DBS) checks, references) for all applicants in these roles.
* Ensure that safeguarding training is provided as part of the induction process for all staff and volunteers.
* Ensure that any information obtained during background checks is handled confidentially and in compliance with data protection regulations.

**6. Training and Development**

We are committed to providing training and development opportunities for all staff and volunteers to enhance their skills, support their career growth, and ensure that they have the knowledge and tools to succeed in their roles. Training may include:

* Equal opportunities and diversity training
* Safeguarding and child protection training
* Health and safety training
* Role-specific skill development
* Leadership and management development

**7. Volunteering Recruitment**

For volunteer roles, we will follow a recruitment process that mirrors our paid staff recruitment to ensure fairness and equality:

* Advertise volunteer opportunities through our website, social media, and local community organizations.
* Provide clear information about the role, expectations, and benefits of volunteering.
* Conduct informal interviews or induction meetings to ensure that the role is suitable for both the volunteer and the charity.
* Ensure that volunteers have access to the necessary training and support to carry out their responsibilities.

**8. Data Protection and Confidentiality**

We are committed to protecting the privacy and confidentiality of all applicants. Personal data provided during the recruitment process will be stored securely and only used for the purpose of recruitment. PTS will comply with relevant data protection regulations, including the General Data Protection Regulation (GDPR).

No applicant information will be shared with third parties without the applicant’s consent, unless required by law (e.g., safeguarding checks, legal obligations).

**9. Review and Monitoring**

We will regularly review the effectiveness of our recruitment processes to ensure that we are attracting a diverse pool of candidates and selecting the best individuals for our organisation’s mission. We will:

* Monitor the diversity of applicants and recruits to identify any patterns or barriers in the recruitment process.
* Seek feedback from candidates on their experience during the recruitment process to identify areas for improvement.
* Regularly update recruitment practices and policies to stay aligned with best practices in diversity, equity, and inclusion.

**10. Contact Information**

For any questions related to this recruitment policy or to apply for a position, please contact us at:

**Power Through Sport CIC**

Email: info@PowerThroughSport.com
Phone: 07903756049
Address: 60 Lancaster Drive, NE28 9TF

**By applying for a position with Power Through Sport CIC, you acknowledge that you have read and understood this Recruitment Policy and agree to our recruitment practices.**