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|  YOUTH SPORT TRUST | POLICY | Document Number: RCPo02 Version number:2 Updated: October 2021 Next Review Date: October 2023 |
| | RECRUITMENT AND SELECTION POLICY | |

| v. | Latest Amendment Details | Authorised by |
|-----------|---------------------------------|-------------------------|
| 1 | Policy created in new format | Assistant Director - HR |
| 2 | Policy reviewed and updated | Assistant Director - HR |

Introduction

The Youth Sport Trust (YST) aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

YST is committed to applying its equality & diversity policy at all stages of recruitment and selection. Candidates are selected and appointed on their abilities and merits, measured against the criteria for the role. Shortlisting, interviewing and selection will always be carried out without regard to age, sex, gender identity, gender expression, pregnancy, colour, race, nationality, ethnic or national origins, sexual orientation, religion or belief, or because someone is married or is a civil partner.

We will not treat someone less favourably on grounds of disability, unless the less favourable treatment can be justified, or fail to make reasonable adjustments to overcome barriers to employment caused by disability.

In line with our safeguarding policy, YST have a responsibility to ensure all children are protected from harm and have the right to take part in sport in a safe, positive and enjoyable environment. Our recruitment procedures will enable YST to reduce the risk of the potential abuse of children. When recruiting employees or volunteers who work/volunteer with children, all reasonable steps will be taken by YST to ensure suitable people are selected. The process for recruiting employees, workers and trustees will be led by HR, the recruitment of volunteers will be led by specific Programme Managers of the YST with support from HR.

Obtaining Approval to Recruit

Prior to any permanent or fixed term role being advertised, a recruitment request form must be completed by the recruiting manager and sent HR to obtain approval. This applies to vacancies created by a leaver, upgrading of a post, or creating a new role, justification for this must be presented to HR, who will send the request to CEO and Finance and Governance Director for their consideration. When making their decision, they will consider the requirement for the role in the current operational climate, whether the tasks could be incorporated into an existing role or whether it would be more cost effective to outsource the work.

If the role is approved, the line manager will be notified by HR and planning the recruitment can commence. If the recruitment is not approved, the appropriate Director will discuss the decision with the recruiting manager.

This procedure does not apply to the recruitment of volunteers or Board Trustees.

Job Description and Person Specification is Approved

With support from HR, the recruiting manager will provide an up to date job description and person specification for the approved post. A role description and person specification is required for volunteer roles that have contact with children and for positions on the Board.

The job/role description will describe the duties, responsibilities and level of seniority associated with the post, while the person specification will describe the type of qualifications, knowledge, experience, skills, aptitudes and competencies required for effective performance of the position.

Advertising Vacancies

Vacancies will be advertised internally, via the intranet, prior or in conjunction with external advertising. However, there may be occasions when jobs are filled without advertising internally and this is generally only likely to be the case under the following circumstances:

- Where the same role has been advertised internally in the last six months and there were no suitable internal candidates
- Where speed of movement is the primary consideration
- Where a 'directed' move is a key element in someone's career development or will help YST spread new ideas and practices across the organisation
- Where the skills required for the new role are confined to very few individuals within YST
- Where any staff at risk of redundancy need to be deployed directly into a role
- Where directorates reorganise and one or more of the above points apply

Recommending Someone to YST

If an employee knows somebody that is interested in a position advertised by YST, the person should visit <http://jobs.youthsporttrust.org> and complete an online application form.

HR and the line manager will deal with the applicant directly and confidentially.

Applying for a Vacancy

External Candidates

Candidates will usually be asked to complete an online application form via the online recruitment system by the closing date.

Internal Candidates

We are keen to provide career opportunities for all employees and to fill vacancies by appointment from within YST where appropriate. If employees are interested in applying for a vacancy and having read the details displayed on the intranet feel they meet the requirements of the job, they will usually complete an online internal application form and submit via the online recruitment system by the closing date. It is the employee's responsibility to notify their line manager when they have applied for a position. Line managers cannot block the application of one of their staff.

The employee's application will be considered alongside all other applications and they will be advised if they are invited to attend an interview. YST does not guarantee to interview all internal candidates if it is felt they have not demonstrated the minimum requirements of the role. In this instance, full feedback and advice will be provided.

Disability Confident Employer

YST is a Disability Confident Employer, which provides support to employers who have made commitments to employ, retain and develop the abilities of disabled staff. The logo is included within our careers site. All disabled applicants who meet the minimum requirements outlined in the person specification and apply under this scheme are guaranteed an interview.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.

Interviews

Interviews will focus on the needs of the job/volunteer role and skills needed to perform it effectively and if the job/volunteer role involves working/volunteering with children the interview will ensure suitability to work with children.

YST endeavours to provide candidates plenty of notice to attend an interview. If preparation is required, at least one week's notice will be provided. If no preparation is required, at least 3 days notice will be provided.

If a group interview is being held and individuals are not available on the date of the interview, YST cannot guarantee that an application will be continued. Interview dates are usually published at the time of advertising so employees should ensure they are available on the required date to avoid disappointment.

Interviews are usually conducted by the line manager or Director, with a member of HR and ideally a representative from another Directorate. We ensure interview questions that are asked will not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and passed to HR to be retained for period of 12 months. Information obtained during the selection or interview remains confidential. On no account should any job offer be made during or at the end of an interview. Feedback will be provided to all unsuccessful candidates.

Job Offers to External Candidates

Either the recruiting manager or HR will make the job offer or confirm a volunteer opportunity to an external candidate. All candidates must provide a minimum of two satisfactory documents that confirm the person's identity and eligibility to work in the UK in accordance with current legislative requirements and two written references, one referee must be the individual's current or most recent employer. Any offer of employment will be conditional on these being satisfactory to YST. In addition, candidates will be asked to produce documentary proof of professional qualifications.

Job Offers to Internal Candidates

When offered another job within YST, the start date in the new role will be negotiated between the employee's current and new line manager. It is not expected that the employee will remain in their current role longer than their contractual notice period.

Criminal Records Check

If a criminal record check is required candidates will be notified as part of their offer of employment or volunteer opportunity. In addition, YST requires any individual engaged in Regulated Activity or Regulated Work to undertake a criminal record check in order to work/volunteer with children. Depending on the nature of the role and the level of supervision YST will require either Enhanced or Enhanced with barred list checks. A criminal record check should be completed every three years. Any positive disclosures will be risk assessed and a decision will be made if an individual is suitable to take up their role.

A strong recruitment process is essential to ensure the best people are chosen for the roles they undertake. Official checks and vetting procedures are on their own, not enough to protect children. They are only part of a wider set of practices and an organisational culture which supports safe practice.

Induction, Training and Supervision

Initial appointment to YST is subject to a six-month probationary period. All posts in YST will have an induction programme and will access training and development opportunities as required by the post. Internal employees will not normally be subject to a probationary period in their new role, unless they are still within their initial probationary period. In which case, their probation will be reviewed in line with probation review policy, from their continuous service date. However, employees may be given short term objectives and formal reviews at 1, 3 and 6 months to help the transition into their new role effectively.

Data Protection

YST processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant data constitutes a data

breach and should be reported in accordance with YST's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.