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	RECRUITMENT AND SELECTION POLICY	

v.	Latest Amendment Details	Authorised by
4	Policy reviewed and updated	Assistant Director - HR

Introduction

The Youth Sport Trust aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely based on 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.

The Youth Sport Trust is committed to applying its Equality and 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, disability, 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.

In accordance with our Safeguarding Policy and Procedures for children and young people and our Adult Safeguarding Policy and Procedures, the Youth Sport Trust has a responsibility to ensure all children, young people and adults are protected from harm and have the right to take part in our events and activities in a safe, positive and enjoyable environment. Our safe recruitment procedures enable the Youth Sport Trust to reduce the risk of the potential abuse of children, young people, and adults by taking all reasonable steps to ensure suitable people are selected.

The HR Team will lead on the recruitment of Youth Sport Trust employees, workers and trustees. The appropriate Youth Sport Trust Programme Manager will lead on the recruitment of volunteers with support from HR (as required).

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 to 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 the Chief Executive Officer (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, young people, adults 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 relevant Teams channel, 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 the Youth Sport Trust spread new ideas and practices across the organisation.
- Where the skills required for the new role are confined to very few individuals within the Youth Sport Trust.
- 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 the Youth Sport Trust

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

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

Applying for a Vacancy

External Candidates

Candidates will usually be asked to submit a CV and 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 the Youth Sport Trust 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 an internal position. Line managers cannot block the application of one of their team.

The employee's application will be considered alongside all other applications, and they will be advised if they are invited to attend an interview. The Youth Sport Trust 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

Disability Confident is a government scheme designed to encourage employers to recruit and retain disabled people and those with long-term health conditions. It is voluntary and has been developed by employers, and disabled people's representatives. The Youth Sport Trust is a Level 3 Disability Confident Employer, this means we assess ourselves on recruiting the right people and retaining and developing our people.

For all internal or external applicants, we commit to:

- Interviewing applicants with a disability who successfully evidence the essential criteria on a person specification and consider them on their abilities.
- Provide an inclusive and accessible recruitment process.
- Make reasonable adjustments during the recruitment process so disabled job applicants have the best opportunity to demonstrate they can do the job.
- Support employees and make reasonable adjustments during employment.

Interviews

Interviews will focus on the needs of the job/volunteer role and skills needed to perform it effectively. If

the job/volunteer role involves working or volunteering with children, young people and/or adults the interview will assess their suitability by considering for example relevant qualifications, skills, experience, attitudes, and commitment to safeguarding.

The Youth Sport Trust endeavours to provide candidates with 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, the Youth Sport Trust cannot guarantee that an application will be continued. Interview dates are usually published at the time of advertising so candidates 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 team. We ensure interview questions that are asked, are 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 a 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 the Youth Sport Trust. In addition, candidates will be asked to produce documentary proof of professional qualifications.

Job Offers to Internal Candidates

When offered another job within the Youth Sport Trust, 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. Each nation in the UK has different legislation and criminal record checking processes. The Youth Sport Trust uses the organisations listed and linked below to operate and manage our criminal record checking processes.

- **England and Wales:** The Disclosure and Barring Service (DBS)
- **Northern Ireland:** AccessNI
- **Scotland:** Disclosure Scotland and the Protecting Vulnerable Groups (PVG) scheme.

Any individual engaged in regulated activity or regulated work with children, young people and / or adults as defined by the relevant home nation legislation and guidance will require an appropriate level of criminal record check. It is a requirement that a criminal records check is completed every three years.

Any disclosures with content will be risk assessed. This may include (but not be limited) to discussion with the individual concerned and requests for further information to enable a decision to be made on whether the 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. Criminal records checks are only one part of a wider set of safeguarding procedures and practice to keep children, young people and adults safe.

All Criminal record checks will be handled, stored, used and disposed of in accordance with our Criminal Records Disclosure Information Policy.

Induction, Training and Supervision

Initial appointment to Youth Sport Trust for permanent employees, is subject to a six-month probationary period. All posts in the Youth Sport Trust will have an induction programme and will access training and development opportunities as required by the post. All posts will require completion of the CIMSPA accredited Safeguarding at the Youth Sport Trust E-learning course within 1 week.

Internal employees will not normally be subject to a probationary period in their new role unless they are still within their initial probationary period. 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

The Youth Sport Trust 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 the Youth Sport Trust Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.