

The JAVAN COKER FOUNDATION Recruitment and Selection Policy

Diversity

The Javan Coker Foundation is firmly committed to promoting diversity in all areas of its work. **The Javan Coker Foundation** believes it has much to learn and profit from diverse cultures and perspectives, and that diversity will make the volunteering/staff programme more effective in meeting the needs of all stakeholders.

The Javan Coker Foundation is committed to developing and maintaining a work-base in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences are able to participate and contribute.

The Javan Coker Foundation will regularly evaluate and monitor its progress towards diversity.

Role Descriptions

A role description will be created for each staff role. This description will include the purpose of the role, an outline of basic tasks and responsibilities, and the staff member to whom the role is responsible.

The Javan Coker Foundation is responsible for ensuring staff are able to carry out their duties in a safe environment and will risk assess all staff/ volunteering roles. Risk assessments will be carried out by the line manager or the senior management team. Staff will be able to (on request) view the risk assessments related to their role.

Where roles are time limited, the role description will clearly state this. **The Javan Coker Foundation** will endeavour to signpost staff into further roles or on to suitable organisations if requested.

Application Procedure

Individuals interested in applying for staff roles with **The Javan Coker Foundation** will do so by filling in either an online or paper application form.

Depending on the requirements of the role, staff/ volunteers will be recruited through various means by **The Javan Coker Foundation**. These recruitment means may include Volunteer Centres, local media and dissemination of the roles to organisations in the borough working with a wide range of groups reflecting the local demographics.

Individuals will be asked to provide names and addresses on the application form of two referees. Where possible, the referee should be someone in a professional capacity e.g., recent employer, manager, teacher/ tutor, church minister etc. where such referees cannot be provided each case will be looked into sympathetically on an individual basis.

Interviews

Once applications are received, the selected individual will be invited by the project's line manager to an interview or a recruitment event. Interviews and events take

place to ascertain the relevant skills needed and personal motivations required for the roles.

Where an interview is used to select a staff/volunteer for a role, the interview will take place using pre-determined questions for the specific staff/volunteer role.

Where a recruitment event is implemented to recruit staff/volunteers, the event will be the same experience for each individual taking part in the process. All activities will be inclusive, ensuring that the recruitment events and processes are accessible to all individuals interested in applying.

All interviewees, whether recruited through events or one to one interview, will be scored on their ability to display the attitude and skills needed that are essential to providing the staff/voluntary role.

Selection

The information obtained during the interview or recruitment events from applicants, along with their initial application form, will be used to assess the applicant's suitability for the role that has been applied for.

Before selection takes place, referees will be contacted by The Javan Coker Foundation to provide a reference for the applicant. Where an unsatisfactory reference is obtained, an applicant would be refused the role if:

- The information in the reference is inconsistent with the information provided by the applicant and further investigations have to take place to confirm the inconsistencies.
- The applicant was considered to be a risk to other staff, volunteers of the public.
- A statement in the reference would compromise the proposed voluntary role.

The Javan Coker Foundation appreciates that there are barriers to certain groups staff/volunteering and endeavour to provide support where needed. However, if the position demands certain skills, as stated in the role description, which the staff/volunteer does not have and could not gain through initial in-house training, or an unsatisfactory reference is obtained meeting the criteria listed above, **The Javan Coker Foundation** reserves the right to not offer the position. **The Javan Coker Foundation** will endeavour to provide support to the applicant with their continued search for a staff/volunteering opportunity or signpost them to a relevant agency.

Official Checks on Staff /Volunteers

Staff will only be officially checked in circumstances where the role is deemed as a regulated activity with children of vulnerable adults.

Official checks will include undertaking a Disclosure and Barring Service (DBS) which will be carried out by **The Javan Coker Foundation**. If a staff/volunteer has any previous convictions, spent or unspent, this will not necessarily eliminate them from applying for a staff/voluntary role with **The Javan Coker Foundation**. A confidential assessment of the relevance of the conviction to the role would be undertaken by Esther Sesay.

Policy review date: 1/4/2024