

THE ASSOCIATION OF TEESDALE DAY CLUBS

Policy Document Number 09 Issue 01

RECRUITMENT and TRAINING

Introduction

The Association of Teesdale Day Clubs (in future referred to as The Association) aims to ensure that no job applicant receives less favorable treatment in accordance with The Diversity and Equality Policy of the Association. All staff will be given equal opportunities and access to training to enable them to progress both within and outside the organisation.

Policy

It is the policy of The Association to recruit, and actively train and retain staff to support the operations and activities of the individual clubs in compliance with the Equal Opportunities Policy of The Association.

Principles

- Recruitment of staff is based on a review of the needs of the Association and is under the control of the Board of Trustees.
- Recruitment of Club based staff is normally administered by the General Manager.
- Recruitment of Office Staff will normally be managed by the Chair of The Association
- All appointments are subject to a three month trial period.
- All appointments are subject to formal ratification by the Board of Trustees
- The job descriptions and person specifications are produced for all posts and are used as the basis for recruitment. They are reviewed and updated as required.
- Posts may be filled from within The Association where appropriate.
- Posts will normally be advertised locally in the most appropriate and cost effective manner for the post to be filled.
- Advertisements will be written in compliance with The Diversity and Equality Policy of the Association.
- All candidates will be invited for an initial, informal meeting or discussions.
- Suitable candidates will be invited to complete an application form.
- Formal applications will be evaluated against- the job description and person specification for that post.
- Suitable candidates will be invited for a formal interview.
- CRB checks will be carried out where individuals will be required to work unsupervised.

THE ASSOCIATION OF TEESDALE DAY CLUBS

Policy Document Number 09 Issue 01

- Candidates will be interviewed by the General Manager or Chair and at least one Trustee.
- If the General Manager or Chair and the Trustee or Trustees agree that the candidate is suitable they will be offered the post in writing subject to suitable references. Permission will be sought to take up references at this point
- If there are multiple candidates, those who were suitable but unsuccessful will be offered the chance to have their details kept on file for future reference; unsuitable candidates will be informed by letter that they were not successful.
- Induction and a training programmes will be established for each new employee
- At the end of the three month trial period, assuming satisfactory completion, the post holder will be offered a standard 12 month contract subject to confirmation by the Board of Trustees.

Approved by the Board of Trustees and signed on their behalf by the Chairperson:

Date;