



## **Recruitment Policy**

### **INTRODUCTION**

The biggest asset of our organisation is our people, including paid staff and volunteers. PMACTIVE is committed to developing policies, systems and behaviours that support the culture of high standards and expectations, where people are valued and respected.

Whilst we expect high standards and for people to work hard, we also aim to provide an enjoyable culture where being highly motivated also means having fun. PMACTIVE is committed to fair, clearly stated, and supportive relationships between the organisation and its staff and volunteers.

### **REASONS WE RECRUIT INCLUDE:**

1. Increase the organisation's capacity for activities.
2. Help add contingency capacity to cope with peaks and troughs in the workload.
3. Help communicate our organisation's messages into the community.
4. Give our organisation access to new skills.
5. Keep our organisation in touch with grassroots feelings and perceptions.

### **RECRUITMENT PRINCIPLES**

This policy is underpinned by the following principles:

1. PMACTIVE does not aim to introduce volunteers to replace paid staff. Both are recognised as equal partners in achieving the aims of our organisation.
2. The selection process for staff and volunteers avoids unfair discrimination and is welcoming to all.
3. The selection procedure for staff and volunteers follows guidelines for best practice by ensuring everyone is subject to a systematic process of recruitment.
4. Staff and volunteers are properly integrated into the organisational structure and mechanisms are in place for them to contribute to the organisation's work.

### **OUR RECRUITMENT PROCESS**

Staff and volunteers will be recruited using an equal opportunities approach. Opportunities will be promoted using a variety of different methods to make the broadest possible range of people aware of the opportunities offered by our organisation.

In the first instance, those wishing to apply for an opportunity with PMACTIVE will be asked to submit a covering letter and CV outlining their experience and why they wish to work

with us. These will be screened by PMAActive management team to determine if an interview will be offered. Where an interview is agreed, these will be undertaken by a minimum of two members of the PMAActive management team.

For applicants seeking permanent employment, a minimum of two references will be sought. This requirement may be waived where the directors have known the applicant well for a minimum of three years. Contractors will not be required to provide references. An enhanced DBS check will be required for all successful applicants.

At all stages of the recruitment process, applicants will be made aware of their right to request a reasonable adjustment to support their inclusion in the process.

### **EQUALITY & DIVERSITY**

Our organisation is firmly committed to diversity in all areas of our work. We believe that we have much to learn and profit from diverse cultures and perspectives, and that diversity will make our organisation more effective in meeting the needs of all our stakeholders. We are committed to developing and maintaining an organisation 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.

**Please see 'PMAActive equal opportunities policy' for further information**

### **FEEDBACK**

As far as is practically possible we are committed to providing those who commit time to applying to working with our organisation with valuable feedback that will support their future employment aspirations. This will consist, as a minimum, of written feedback to those who submit their CV for consideration. Where an individual attends interview verbal feedback will be offered.

### **CONFIDENTIALITY**

We respect the right to confidentiality of those who apply to work with PMAActive and recruitment information will only be made available to those in the organisation with a business need to use it.

Recruitment records will be retained for 6 months after an applicant has been notified of the outcome of their application at which point they will be destroyed. Where an applicant is not initially successful in their application we may, within this 6 months, consider their application against any subsequent vacancies that become available.