



Capernwray Staff Recruitment Procedure

Introduction

This Staff Recruitment Procedure sets out the framework for recruiting staff at Capernwray. The recruitment and retention of suitable staff is critical to the on-going success and growth of our ministry.

Capernwray places a high value on the benefits of a diverse and multicultural, international community. This Procedure promotes practices that ensure that applicants are afforded the opportunity to demonstrate their individual attributes and suitability for the role in a welcoming environment.

Capernwray is committed to a recruitment and selection process that is based on its core values and is in line with relevant legislation so that our approach is consistent, fair and effective.

Procedure

1. A vacancy arises due to there being an identified new role, or where there is an existing employee leaving or retiring.
2. The relevant Head of Department, together with at least one member of the Senior Management Team (which will often be the Managing Director) and the Head of HR & Compliance (together the “**Recruitment Panel**”) shall meet to create a new job description (or to review and potentially amend an existing job description, as appropriate). The Head of HR & Compliance shall give consideration to the diversity of the Recruitment Panel and accordingly may suggest additional staff members are included within it.
3. The Recruitment Panel shall consider whether the vacancy can be covered by way of an organisational change. If there is still a vacancy, an advert is drafted by the Recruitment Panel.
4. The Recruitment Panel shall then give consideration as to whether there are suitable internal candidates.

5. If the vacancy is advertised externally, then it will typically be communicated through the Capernwray website and social media, and where appropriate, with other websites including christianjobs.co.uk and globalconnections.org.uk/vocations/uk-jobs.
6. All job application packs shall include:
 - A Person Specification;
 - Key Responsibilities specific to the role;
 - Key Responsibilities for all Capernwray staff;
 - The Statement of Faith of Capernwray;
 - Terms and Conditions, including:
 - Clarification that candidates will need to meet the current UK employment legislation and demonstrate they have a right to work in the UK;
 - Salary;
 - Annual Leave;
 - Hours of Work;
 - Pension Scheme;
 - Additional Benefits;
 - Contact details (with applications sent to the Head of HR & Compliance) and a closing date.
7. Before going to advert, the Head of HR & Compliance shall ensure that a grading sheet is produced which enables candidates to be assessed based on the job description and key responsibilities. Further, the Recruitment Panel shall determine which members of staff shall be responsible for grading the applications received (note: as a minimum there will be two staff members grading applications).
8. Once applications are received, the Head of HR & Compliance shall ensure that any information which would enable the graders to identify the candidates is redacted, and label applications with a letter of the alphabet so that they can be graded anonymously.
9. Once the grading is complete, the Recruitment Panel shall convene to make a decision as to which candidates shall be interviewed (a face-to-face interview is preferable, but if this is not feasible, then it can be carried out over Skype or FaceTime, for example).
10. The Recruitment Panel shall determine interview questions designed to reflect the criteria in the job description, person specification and any technical/professional aspects of the role and shall have grading sheets for marking purposes. On occasion, candidates may be asked to give a presentation on a particular question, or given time during the interview to prepare for a scenario which should be similar to one they may face in the role, if successful. In the case of practical jobs (e.g. chef), candidates may be required to evidence their skills by spending some time working alongside their prospective Line Manager. In order to avoid discrimination, no reference should be made to the person's personal circumstances and the same broad questions should be asked of each candidate (recognising that further probing questions may need to be asked to follow up particular issues).

11. Candidates will be given advance notice of possible interview dates and methods of assessment, so as to ensure they have sufficient time to prepare. If reasonable adjustments are required then these will, where possible, be made in line with the individual needs.
12. Candidates will typically be given a tour of the site and an opportunity to meet staff not on the Recruitment Panel.
13. Once all interviews and assessments have taken place, the Recruitment Panel shall re-convene to discuss their assessments of each candidate aiming for consensus on the most suitable candidate for the role. If a consensus cannot be arrived at, then the Managing Director shall be responsible for the final decision (note: this is the case for all appointments except for the role of Bible School Principal, which together with the role of Managing Director, is a Board appointment).
14. Candidates will then be notified of the outcome of the process, with the successful candidate being offered a conditional offer of employment. Unsuccessful candidates shall be given at least verbal feedback if requested.
15. Offers of employment must be made on condition of the following:
 - Satisfactory outcome to pre-employment health screening;
 - Receipt of satisfactory references;
 - Proof of right to work in the UK;
 - Proof of relevant qualifications; and
 - Disclosure / criminal conviction checks (see Appendix).
16. Salaries will be based on the level at which the candidate is entering the organisation, together with the candidate's qualifications and experience.
17. All new members of staff appointed will receive an induction and be subject to a probationary period to assess suitability as set out in the Contract of Employment.
18. Subject to a satisfactory probationary review, the appointment will be confirmed at the end of the probationary period. In exceptional circumstances, the probationary period may be extended and a further review completed before the confirmation of the appointment.
19. If the successful candidate has a disability, the Head of HR & Compliance shall, in conjunction with our HR advisors, Acton Jennings, discuss what reasonable adjustments can be made to accommodate the individual.

Last Reviewed October 2020

Appendix to Capernwray Staff Recruitment Procedure

Disclosure / criminal conviction checks

We ensure that all appropriate measures are applied in relation to all employees who are likely to be perceived by the children and young people as a safe and trustworthy adult. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, gaining reasons for any unsubstantiated gaps or inconsistencies and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including the completion of an enhanced disclosure with the Disclosure and Barring Service (where relevant). An assessment has been carried out on each role in the organisation and it has been determined that they fall into the definition of 'regulated activity' as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006. Where a specific role meets the requirements of an enhanced DBS check as well as a check of the Barred list, it will be carried out.

NB Capernwray takes the view that each member of Capernwray permanent or voluntary staff is involved in Regulated activity. At any time while unaccompanied children and young people are staying (April, July, August) they are engaged in and available for any form of care for or supervision of children and the period condition is satisfied because the person carrying out the activity does so at any time on more than 3 days in any period of 30 days.

For more detail, please see:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated Activity with Children in England.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf)

<https://www.legislation.gov.uk/ukpga/2006/47/schedule/4>