

## Recruitment of Employees and Volunteers Policy

**Charity name: Churches in Croxley Green CIO**

### Introduction

Parish Nurses are registered nurses who are employed or appointed by the CIO to lead whole person health ministry. Parish Nursing Ministries UK is a charity that provides training, coordination and resources to help and support this practice.

*Whilst it is not essential for all employees and volunteers to be Christians, it will be a requirement of some posts, for example where the job description requires the person to offer Christian prayer or sacraments. (See the latest government update on the Genuine Occupational Requirement legislation). Non-Christians working within the organisation must be prepared to respect and be in sympathy with its Christian perspectives and values.*

### Policy Aims

To ensure that staff are capable of providing the services required in accordance with Churches in Croxley Green CIO values and can benefit from personal and professional development in their roles.

To ensure that recruitment of staff and volunteers is in accordance with Churches in Croxley Green CIO Equal Opportunities policy.

### Scope

All Trustees and managers involved in recruitment and all staff and volunteers.

### Principles

1. Churches in Croxley Green CIO will, wherever possible, recruit employees and volunteers from Croxley Green.

2. All staff and volunteers, regardless of their faith position or that of their clients and colleagues, will not bring any pressure to bear on others to adopt their own faith position and we will reflect this in our recruitment strategy.
3. Churches in Croxley Green CIO equal opportunities policy will be applied to recruitment of employees and volunteers and we will aim to reflect the ethnic mix of the community we serve in the services we provide and therefore the workforce we engage.
4. We will not discriminate on grounds of age, sex, ethnicity, marital status, social class, sexual orientation, disability or religion. However, for certain employment posts, (see above) employees will be required to have a commitment to the Christian faith.
5. We will encourage employment and volunteering of all groups within the context of relevant employment law.

## Policy

1. All positions will have a job description or role brief which describes the role.
2. All positions will have a person specification, indicating the qualifications, training, experience and personal attributes required to carry out the role.
3. Positions will be advertised through appropriate channels and within the locality at venues most likely to attract the range of ages and ethnic groups appropriate to the service being provided.
4. Applicants for posts will be provided with information about the organisation and the position and will have the opportunity of informal discussion about the role prior to application.
5. **Applicants will complete an application form in which they will be required to provide professional and character references and to give permission for relevant professional and legal checks to be undertaken.**
6. All applicants working with children or vulnerable people will be required to have an enhanced DBS checks.
7. For all posts, a short-listing panel consisting of a minimum of two managerial/supervisory staff will consider applications. Short-listing will be undertaken with reference to the person specification and using an agreed scoring system.
8. All applicants will be interviewed by one or more managerial or supervisory staff and a scoring system used to assess applicants during the interview.
9. Applicants may be required to give a presentation at interview.

10. References will be taken up for all applicants who are offered an appointment as a volunteer or an employee.
11. All applicants will be advised of the outcome of their interview by letter.
12. A contract of employment will be provided to each employee within 4 weeks of appointment. The employee will sign to accept the terms and conditions of the contract.
13. A volunteer agreement will be provided to each volunteer within 2 weeks of appointment, each volunteer will sign to accept the terms and conditions of the agreement.
14. On appointment employees and volunteers will have a period of induction and orientation and will be advised of the policies and procedures relevant to their role.
15. Each employee and volunteer will have a named manager/supervisor who will monitor their performance and ensure the necessary resources are provided for the job and that appropriate training and support is arranged.
16. All employees/volunteers will have a probationary period specified in their contracts/agreements

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**Methods of distribution.**

Copies should be made available to all trustees, managers and staff.

**Review dates: July 2017, April 2019**