



JRRT Staff recruitment policy

Purpose

JRRT's work relies on the skills and capabilities of our people to deliver the mission and organisational objectives. This policy sets out the principles and approach the Trust takes to recruiting and selecting staff in line with our values.

Principles

The purpose of the Trust's approach is to provide the organisation with suitably experienced and capable people to meet the needs of the organisation.

All recruitment activity will comply with legislative requirements and statutory responsibilities on employers.

JRRT is an equal opportunities employer. All roles are externally advertised for open competition. All applicants are treated fairly regardless of gender, race, disability, age, sexual orientation, religion, or belief.

Diversity in the workforce provides benefits to the staff team and applicants from underrepresented groups will be actively encouraged to apply.

JRRT will ensure the office is accessible for people with disabilities and make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.

The Trust is open to requests for flexible working arrangements.

JRRT is a living wage employer and funder. The Trust does not employ unpaid interns.

Recruitment practice

Application Process

We will conduct the recruitment process in a professional, open and responsive manner aiming to provide a positive impression of JRRT.

The Trust will ask applicants to complete a confidential diversity monitoring form and will use these to produce anonymised data on overall diversity of applicants.

The Trust will not use a criminal records tick box as part of the first stage of the application process.

We will publish salary expectations as part of the job advertisements and recruitment information.

The initial application process will be straightforward, requiring a CV and a supporting statement of two sides of A4 rather than use of an application form.

Role of recruiting manager

The recruiting manager (usually the Chief Executive) is required to have had interview training, and is responsible for:

- Developing a person specification for the role that is clear about required skills, aptitudes, knowledge and experience directly related to the job, testing assumptions about the role and the kind of person required, and ensuring that the job description and job ads are read for potential inherent bias and do not indirectly discriminate against certain groups of applicants.
- The composition of the interview panel. Applicants will be shortlisted for interview by a panel of at least two people who will assess applications against the person specification. For permanent posts, at least one Board member will usually be included on the panel. Panellists are required to make known any connection to a candidate so that potential conflicts of interest are addressed.
- Ensuring the role is advertised well including on the JRRT website, and considers how to reach a broad demographic as well as specific under-represented groups.
- Drafting interview questions based on the person specification and consistently applied to interviewees.
- Taking notes of salient points from the shortlisting and interview processes. In line with the Trust's Archive policy, details of unsuccessful candidates are kept for one year after the closing date, those of the successful candidate for six years after their employment ceases. Anonymised diversity monitoring forms are deleted once the summary analysis is completed.
- Notifying interviewees of the outcome of the interview and providing feedback to those who request it.
- Making a verbal job offer, pending references and agreement on contract.

- Taking up two references, at least one from current employer where relevant and with the candidate's consent, ahead of a confirmed job offer. These can be written or notes taken by phone.
- Drafting and agreeing the employment contract.

Role of Trust administrator

- Placing ads and job information on JRRT website, paid sites, free bulletins, and encouraging Board and staff to disseminate (social media, LinkedIn) ensuring interview dates are included.
- Analysis of diversity monitoring form data
- Compilation of shortlisting pack for panel
- Invitations to interview and scheduling interviews. Shortlisted candidates will be asked to advise on any arrangements or reasonable adjustments required to participate in the interview process.
- Compilation of interview pack for panel and booking venue if face to face

Due to the small size of the team, it is not Trust practice to let applicants know they have not been shortlisted.