



Safe Recruitment Policy

Date of last review	June 2022	Reviewed by	S Gomarsall
Date of next review	June 2023	To be reviewed by	S Gomarsall

AIMS OF THIS POLICY

Cambridge United Foundation (CUF) aims to recruit the best possible candidates for posts and by adhering to this recruitment policy, we ensure that our practices reflect good practice and are free from bias and discrimination.

CUF recognises that it is unlawful for an employer to discriminate against a candidate for a job because of their age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity in any part of the recruitment process.

This policy relates to all stages of recruitment - from identifying the need for a post to taking up references of the successful candidate. Therefore, this policy is completely adherent to CUF's Equal Opportunities Policy.

IDENTIFYING THE NEED

An analysis of the requirements of the role and the approval of the process will be made by the Head of Foundation, or by the Board of Trustees in the case of appointing the Head of Foundation.

Prior to any recruitment, decisions will be made about the following:

- Recruitment budget available (for advertising etc.)
- Staff budget available to support contractual hours required
- Whether the post can be part time/ full time/ job share
- Permanent or temporary contract
- Timescales and key dates, including closing date for applications, and interview dates
- Advertising media to be used
- Application format
- Interview panel members and format of interview
- Checks required



DRAWING UP A JOB DESCRIPTION AND PERSON SPECIFICATION

A job description will be drawn up which will include information on the following:

- Position title
- Type of contract
- Number of working hours per week
- Main purpose of job
- The duties and responsibilities involved (including budgetary responsibilities)
- Level of decision making
- Working relationships with others
- The location of the workplace
- Salary and benefits (include job grade if appropriate)
- Line manager's name or position

A person specification will also be drawn up, which will detail essential and desirable:

- Abilities
- Characteristics
- Qualifications
- Experience

The essential and desirable criteria will then form a checklist against which applications can be objectively judged in order to draw up a shortlist.

Any criteria must be free from indirect or direct discrimination. (Indirect discrimination is using a requirement which will make it difficult for people of a particular gender, culture or age to apply).

ADVERTISING

Generally, adverts are circulated internally within CUF and CUFC for an initial short period to give opportunity to existing staff to apply for posts. Once this period ends, if there is either a lack of sufficient interest or a lack of appropriate candidates, the post will be advertised externally.

In general, advertisements for posts at CUF will contain information on the following:

- Employer
- Position title
- The location of the workplace
- Type of contract
- Number of hours



CAMBRIDGE UNITED FOUNDATION

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- Salary and benefits
- A job description (the length and content of this may vary with each individual position)
- Contact name and details to request further information
- Closing date for applications
- Reference to the fact that the organisation respects and adheres to Equal Opportunities legislation, in particular the [Equality Act 2010](#)
- Information on what a candidate must provide to be considered for the job (e.g. CV/cover Letter)

Externally advertised posts will be advertised in appropriate media and those considered will include match day programmes, the Football Club website, and use of our social media channels. CUF will also consider using more traditional newspaper adverts, Job Centres, appropriate recruitment websites.

RECEIVING APPLICATIONS

On receipt of applications, CUF will list all applications received and securely store them until the deadline date. Copies will be made for each member of the shortlisting group. Original copies will be retained securely and all people carrying out shortlisting are instructed to keep the information secure.

SHORTLISTING AND NOTIFYING CANDIDATES

All applications will be read through by members of the interview panel, and members of the interview panel will come to a consensus about which candidates are most suitable for the post. This will be decided by comparing each candidate to the initial job description to ascertain which candidates are most suitable to the previously determined criteria. Shortlisted candidates will then be notified that they have been shortlisted for the role, and informed of the date, time, location and format of the interview. Candidates who are not shortlisted will be informed that they have not been successful and will be offered the chance to request feedback on this decision.

ASSESSMENT PROCESS

Most assessment processes will be via interview. In deciding the interview format, the organisation will consider the most appropriate way of testing the suitability of the candidate. Decisions about successful candidates will be made through consensus by the interview panel on consideration of the responses to tasks and questions set and will be based on the best person for the job.



Interview preparation to ensure that candidate suitability is measured as accurately as possible will include:

- Selection and briefing of interview panel and agreeing upon roles
- Deciding upon format of interviews to provide the most appropriate ways of testing the candidates (including: interview, practical test, discussion group, presentation)
- Deciding upon interview questions, weighting those questions as appropriate and forming into an interview marking grid
- Conducting interviews equitably
- Deciding upon the format for briefing candidates about CUF
- Giving opportunities for candidates to ask questions
- Informing candidates of timescales for making decisions
- Clarification of information in the candidate's application (e.g. any gaps in employment and confirm factual information)

Interview panel members will be selected on the basis of suitability and collectively, and should be representative of the wider community so that gender and racial bias is reduced.

Interviewers will treat each candidate equally by interviewing them on the basis of the person specification and prepared questions. CUF recognises that this structure is important, as it will reduce bias towards any of the candidates.

In reaching the decision for the successful candidate, it should be the best person for the job. The interview panel should be clear about how the decision was reached and CUF will request reports from each panel member on how this decision was made to ensure that this is documented. These reports will not be shared with other panel members to ensure that they are truly representative of each individual panel member's views.

MAKING THE JOB OFFER

The successful candidate will be verbally offered the post by one of the interview panel, but this offer will be subject to satisfactory references and, if necessary, a satisfactory DBS check, of which the candidate will be made aware. A start date will then be agreed and the offer will be confirmed in writing. The candidate will be asked to sign a copy as acceptance of the post and return.

Unsuccessful candidates will be informed once the successful applicant has accepted the position. Feedback will be offered on their interview performance on request.



REFERENCES AND CHECKS

References and checks are important to ensure our commitment to safeguarding is upheld through our recruitment process.

References will be requested immediately after the successful candidate has been offered the post, and verbally accepts this offer, unless these have been taken up at an earlier stage of the recruitment process, subject to permission from the candidate. Referees will be asked to respond via a specific form and to provide information on: absence over the past 3 years, confirmation that the person has worked there/known to them and for how long, absence record, honesty, capability, suitability for the new role, and any concerns.

In addition, the new staff member will be asked to provide a self-declaration about former convictions whilst their DBS check is conducted. For any staff that will be working directly with children they must also have their Safeguarding Children qualification and Emergency First Aid qualification. CUF will request the appropriate certificates which verify the candidate having these qualifications, with copies being made and kept in a secure file. See Safeguarding Policy and Disclosure and Barring Policy.

If there are any concerns about the references/checks that are received, the situation will be considered by the Board of Trustees who will consider withdrawing the job offer.

RETENTION OF PAPERWORK

All documentation relating to the recruitment process will be retained for a minimum period of 6 months. Candidates' personal documentation will then be confidentially disposed of.

MONITORING AND REVIEWING THE POLICY

After each recruitment, the interview panel members will reflect on the process used with the Board of Trustees and its effectiveness in attracting good quality candidates, analysing the following aspects:

- Content and placement of the advert
- Effectiveness of the scoring grid in aiding shortlisting
- Appropriateness of candidate testing (i.e. did the interview format draw out candidate's skills and experience?)
- Analysis of the personal information to see if candidates from a range of backgrounds are attracted to positions.



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In addition, this policy will be formally reviewed at least every 2 years to ensure it remains up to date and compliant with the law and best practice.

Cambridge United Foundation is committed to promoting equality of opportunity for all staff, volunteers and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.