

Recruitment Policy

Date	Review Date	Chairman	Trustee responsible for Recruitment	Centre Manager
01.08.18	01.08.18	Neil Jones	Sue Bevan	Sally Mills

The following are important telephone numbers that must be kept up to date:

Contacts	Home	Mobile
Chairman of Trustees Neil Jones		
Trustee responsible for recruitment Sue Bevan		
Centre Manager Sally Mills	01483 813846	

The purpose of this document is to set out how to ensure, as far as possible, that the best people are recruited on merit and that the recruitment process is free from bias and discrimination. The policy will specify the procedure to be followed when hiring employees, trustees and volunteers.

1. Policy Statement

The Therapy Garden is an Equal Opportunities Employer and is committed to recruiting the best person for the role to ensure the continued success of the charity. We will ensure fair and equal opportunities for all potential and existing employees relating to gender, marital status, family status, age, disability, race, sexual orientation and religious belief.

2. Employee Recruitment Process

All recruitment will be undertaken by an external recruitment agency and managed by the Centre Manager.

Job Description and Person Specification

Once a vacancy has been identified, a job description will be written including main duties, person specification and required qualifications and characteristics.

Advertise

Vacancies will be made available to view to existing employees before being advertised through external recruitment channels. The advertisement will detail the application process for sending C.V's through to the relevant person.

Shortlist

Our recruitment consultant and Centre Manager will review all applications and shortlist potential candidates for interview.

Interview

Candidates shortlisted for interview will meet with our recruitment consultant and the Centre Manager. Where relevant, candidates may also meet with other members of staff such as the Garden Manager or a Trustee.

Selection

The right candidate will be selected based on training/qualifications, experience, suitability to the role, communication skills and ability to work well within the existing team

References and DBS Check

References will be required for all positions and a DBS check undertaken before the employees start date if the member if staff is working directly with clients.

3. Trustee Recruitment Process

[INSERT NEIL JONES TRUSTEE RECRUITMENT POLICY ONCE AGREED]

4. Volunteer Recruitment

Volunteers will be recruited for general positions as well as specific roles. Recruitment will be undertaken using a number of platforms – further information can be found in the Volunteer Policy.

A DBS check will be undertaken as soon as the volunteer begins attending TTG.

5. Linked Policies

- Volunteer Policy
- Equal Opportunities Policy

6. Raising Awareness of this Policy

The Therapy Garden will raise awareness of this policy via:

- The Therapy Garden policy folder located in the Centre Manager's office containing all the charity's policies. Clients and third parties can request a copy of the policy if required. Staff and volunteers are to be informed when policies are updated.
- During staff and volunteer induction
- Through emails to staff and volunteers when policies are updated
- The Therapy Garden policies are also available to view on the charity's website

8. Policy Reviews

Any questions regarding the policy should be directed to the Centre Manager. The policy may be amended at any time.

The policy should be reviewed in light of any trends or new legal changes and at least once every two years.

This policy was adopted on the 01 August 2018 by:

Chair of Trustees Neil Jones		Date:	
Trustee Responsible for Recruitment Sally Mills		Date:	
Centre Manager Sally Mills		Date:	