



# Recruitment Policy

## 1. INTRODUCTION.

Evergreen Care UK has eight Core Values which are embedded in the organisation's policies and procedures. We seek to ensure we recruit people, both volunteers and employees, who understand and endorse our organisational values and endeavour to reflect these in all that we do. Attracting someone with the same values as our organisation is an important part of the selection and recruitment process.

It is our aim for the office to be a safe, happy enjoyable place to work with others. In the community it is vital that the care culture is extended to the worker who is working in other people's homes.

The organisation seeks to let staff know that the work they do is highly valued, that they are readily supported and listened to, and their own needs and personal goals are encouraged and accommodated wherever possible.

## 2. JOB DESCRIPTION AND PERSON SPECIFICATION.

Before embarking on the process of recruitment it is important to ensure that there is an up to date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post. It is reviewed as part of the Appraisal and when there is a vacancy for the post. The employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for the effective performance of the job.

Roles will be defined so that it is clear they are needed to achieve the overall aims of the organisation.

## 3. EQUALITIES AND DIVERSITY.

ECUK is committed to applying its Equalities and Diversity policy at all stages of recruitment and selection. Short listing, interviewing and selection will always be carried out without regard to gender, gender reassignment, marital status (including civil partnerships), pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. (This list is not exhaustive) Applicants for posts complete an Equal Opportunities record form, records of which are kept for monitoring purposes. After recording the information, the Equal Opportunities record form is destroyed.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.

## 4. ADVERTISING POSTS.

Posts are advertised in various ways including:

- Local Churches.
- Website.
- Facebook.
- Local Partner organisations.
- E mail contacts.
- Bexley Voluntary Services Council.
- Volunteer Fairs.
- Ad Hoc enquiries.
- Local newspaper.

## 5.SHORTLISTING.

At least two people including a Manager will draw up a short list for interview. These people will also undertake the interview process.

## 6. RECRUITMENT INTERVIEWS.

Those conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and passed to the Office Manager to be retained for a required period of time. On no account should any job offer be made during or at the end of an interview.

## 7. REFERENCES.

Character and competency references are essential, and no potential volunteer or employee can commence their role or post without these. In the event that a candidate has had work or volunteering experience in the care field in the last 10 years they must, as far as possible, provide a reference from this source.

Any offer of employment will be conditional on receipt of two satisfactory references, one of which should be from a previous employer if possible or relevant.

It is also important that the candidate satisfies checks of a right to work in the UK.

## 8. CRIMINAL RECORD CHECKS.

Each relevant offer of employment or a volunteer role will be subject to the provision of a satisfactory criminal records check, appropriate to the role, which is obtained via the Disclosure and Barring Service. Any convictions or offences with which a volunteer or member of staff is charged must be reported to ECUK immediately. This would also include a police caution, reprimand or warning. There is a cost involved with this which is paid for by paid workers.

## 9. OFFERS OF EMPLOYMENT.

All offers of employment are subject to conditions set out in the offer letter and written statement of terms and conditions of employment.

## 10. DATA PROTECTION.

The organisation processes personal data collected during the recruitment process in accordance with its Data Protection Policy and Recruitment of Ex-Offenders Policy.

In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant criteria constitutes a data breach and should be reported in accordance with the organisation's Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

## 11. PROBATIONARY PERIODS.

All new paid employees are subject to a probationary period of 3 months. ECUK retains the right to extend this period if necessary. During the probationary period work performance and general suitability will be assessed and if it is satisfactory will result in confirmation of employment. The normal disciplinary and grievance procedures will not apply during the probationary period.

During the first month of employment ECUK may terminate employment without formal notice. For the remaining duration of the probationary period one week's notice will be given.

## 12. TRAINING.

All staff and volunteers must agree to undertaking appropriate training during their employment or volunteering role within ECUK.

Induction training is provided covering the following range of relevant areas:

- Loneliness and Social Isolation.
- Confidentiality
- Befriending Across the Services
- Safeguarding Vulnerable Adults and Children
- Communication
- Values
- Health and Safety including wheelchair procedure.
- Report Writing.

## 13. MAIN TERMS AND CONDITIONS OF EMPLOYMENT.

See appendix for the Main Terms and Conditions of Employment.

4<sup>th</sup> Draft drawn up by Chris Bryant.  
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# Main Terms and Conditions of Employment - Appendix

(On employment full T&C of Employment will comprise of the Letter of Appointment Staff Handbook and Contract of Employment where full details of the below terms are outlined.)

**Job title:**

**Start date:**

**End date (FTC only):**

**Proof of Right to Work:** Your appointment and continuing employment are at all times conditional upon you being able to work in the UK and demonstrate your permission to work in the UK.

**Reporting to:**

**Responsible for:**

## **Compensation and benefits**

**Salary** \*\*\*\*\* reviewed annually in line with inflation. However, this does not guarantee a salary increase.

**Pension** ECUK offers a Stakeholder pension scheme in line with its obligations under the Government autoenrollment legislation.

**Additional Benefits** ECUK offers a Counselling and Chaplaincy Service to its staff and volunteers.  
[You will be provided with a laptop for business use.]

**Training** ECUK are committed to the training and development of staff and volunteers and you will be required to carry out training as part of your role.

**Uniform** A blouse/polo shirt, Tabard and Fleece are provided to staff who are required to wear uniforms in their work.

**Mileage** 35p per mile

## **Time off**

**Annual Leave** 20 days plus 8 days Bank Holiday, pro rata for part time staff. Hourly paid staff on Zero Hour contracts will be paid an allowance each month in arrears to cover leave entitlement.

**Sick Leave** ECUK will pay Statutory Sick Pay(SSP) in line with Government guidelines.

**Special Leave** ECUK are a family friendly employer and appreciate this need (full details in the Staff Handbook)

**Hours of Work** [Hours] with [one hour] unpaid lunch break.

**Term of Contract** e.g. zero hour/permanent/fixed

**Place/base of Work** e.g. Home/Office and you may be required to work at other locations from time to time.

**Probation Period** 3 months, ECUK reserves to extend this period at their discretion, subject to performance, conduct and attendance.

**Notice of Termination** Either party may terminate with 1 weeks' notice during the probationary period 1 month thereafter.