



# Recruitment Policy & Procedures

*Version 1.1*

*Dated April 2021*

## **1 Aim**

- 1.1 TackleAfrica recognises that a fair and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfil our aims and support our organisational goals.
- 1.2 We do this whilst meeting the statutory requirements of the Equality Act 2020.
- 1.3 All appointments should be made on the principle of merit and adherence to the below related processes.

## **2 Advertising**

- 2.1 Roles will be advertised widely to include diverse groups and pools of talent.
- 2.2 All our advertised vacancies include an equal opportunities statement. We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- 2.3 Accessibility of job adverts will be considered, for example, by using a font that is easy to read, is a minimum of 12 pts and avoiding italics.
- 2.4 When advertising, avoid discriminatory language e.g. young person. Target the requirements of the job e.g. we seek an energetic person.
- 2.5 TackleAfrica fully discloses remuneration details in all job advertisements.
- 2.6 All vacancies will be advertised internally and externally concurrently.
- 2.7 Key skills should clearly mark essential and desirable criteria. These should only include the skills, qualifications, experience and competencies required to carry out the duties of the post.



### **3 Blind Screening**

- 3.1 Applicants will be asked to answer questions relating to the roles they are applying for. No application forms or CVs will be accepted. Applicants are normally required to apply online. Applicants unable to apply using the online form can submit their application to the HR & Finance Officer who will manually log the information.
- 3.2 All applications will have their identifying information removed before the selection panel views them.
- 3.3 The selection panel will consist of a minimum of two people who will be involved at each stage of the recruitment process. This panel will, wherever possible, be a mixed gender composition and include individuals of different ethnicities. It is acknowledged that balanced panels may not always be achievable but it is expected that reasonable efforts are made to achieve this.
- 3.4 Answers will be scored independently by each member of the panel. The applicant(s) with the highest combined score(s), above the threshold, will be invited to the next stage of the selection process.

### **4 Interviews**

- 4.1 TackleAfrica will hire the best candidate for each role, however we will advertise in such a way and actively encourage applications from women, people living with HIV and black Africans.
- 4.2 A minimum of two people will sit on the interview panel. Both will be involved in the overall decision making.
- 4.3 Shortlisted candidates will be asked if they require any adjustments to be made in order to attend the interview, selection test and/or presentation.
- 4.4 At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification.
- 4.5 Candidates will be given a score for their answers.
- 4.6 Candidates will always be required to demonstrate their capacity to safeguard and protect the welfare of children and young people.



## **5 Employment Checks**

- 5.1 Successful candidates will be required to prove their identity against photo ID (for example a passport, National ID card or driving licence) pre induction and also produce documents to prove they are eligible to work in the country that they are applying to work in.
- 5.2 The successful candidate will be offered the position subject to two independent references checks.
- 5.3 Any roles working with children or vulnerable people will be subject to enhanced DBS or police checks, where possible.
- 5.4 Refer to the TackleAfrica Recruitment of Ex-Offenders Policy for how TackleAfrica handles disclosures.

## **6 Confidentiality**

- 6.1 All applications will be treated as highly confidential, stored securely.
- 6.2 In accordance with UK legal requirements, candidates are entitled to request any documentation relating to their application within 6 months (e.g. interview and shortlisting records and notes, references).
- 6.3 Any data relating to recruitment and selection processes may be legally disclosed and anyone involved in the recruitment process must apply due diligence at all times.
- 6.4 When the recruitment process has been completed, the selection panel should ensure that all information and records from the selection process are returned to the HR & Finance Officer.
- 6.5 The HR & Finance Officer will retain recruitment records for one year.

## **7 Induction**

- 7.1 TackleAfrica will make sure all new team members feel welcome and are ready to start work safely and competently through the use of a formal and informal induction process. The induction process should be completed within the first three months of each employee's arrival.



- 7.2 The team leader and HR & Finance Officer will complete the actions listed on the induction checklist covering the following areas:
- i Introductions - a timetabled introduction plan with key organisational staff members and an email introduction to the Chair of the board
  - ii Work through Ops Manual and key operational/organisational processes.
  - iii Business overview- including TackleAfrica strategy and organisational objectives.
  - iv IT system and monthly processes orientation - including introduction to and navigation of TA Dropbox and monthly finance and reporting processes.
  - v Policy overview and HR function.

Signed:

Dated: June 2021

John Miller  
Chair  
Trustee Board

*No previous versions*

Next review date:

April 2022