

Ray Windfarm Fund Community Interest Company Recruitment Policy and Procedures

Scope of policy	Applies to all RW Fund CIC Directors and Staff
Date Approved	November 2018
Review date	September 2019

Recruitment Policy

The recruitment of a person/persons to undertake any paid role to support the day to day running of the CIC will be undertaken by the Finance and General Purposes Committee (F&GP Committee). The F&GP Committee will advertise, short list, interview and appoint the relevant person/persons. The decision will be ratified by the full CIC.

At the point that this policy is being drafted it is anticipated that there will be a need to recruit an Administrator to assist with various day to day matters in relation to the CIC. It is not anticipated that there will be a need to employ anybody else. The Directors are not employed by the CIC and do not receive a salary.

Advertising the position

An advert will be prepared for any job vacancy. This will include details of the job, the type of person that the CIC is hoping to employ as well as a closing date for the submission of applications.

The post will be advertised via at least 2 of the following methods:

- CIC website
- Advertised in a local paper covering the area i.e Hexham Courant.
- Notifying the Parish Councils of the vacancy and asking them to advertise the vacancy as they see appropriate
- Through social media

Any potential applicants will be able to contact a CIC Director or the Administrator to discuss the details of the job as well as obtain any additional information and/or the application form.

Job application

Any applicant will be required to complete an application form but will also be able to submit any additional information, with their application, that may be of assistance to the CIC Directors in considering their application.

The application has to be submitted by the closing date. If it received after the closing date it will be at the discretion of the Chairman of the F&GP Committee as to whether it is considered further

Short listing

The applications will be considered by the Members of the F&GP Committee.

The F&GP Committee will produce a short list of candidates based on the information provided by the applicant and their suitability for the post.

All candidates who are being invited for interview, and those who are not being invited for interview, will be notified as soon as possible after shortlisting has taken place.

Interview

The interview panel will consist of the Chairman of the Finance and General Purposes Committee and any other Director of the CIC which he /she believes should be on the interview panel. If the Chairman of the F&GP Committee is unable or excludes himself/herself from the interview panel then he/she can nominate another Director in his/her place.

Any short listed candidates will be asked to attend an interview at a time and location agreed by the F&GP Committee.

The interview panel will draw up a list of questions, in consultation with the F&GP Committee. Each candidate will be asked this list of questions and be given the opportunity to ask questions themselves.

The panel will then consider the interviews and identify a suitable candidate for the job. If it is considered necessary a second candidate, from those interviewed, will be identified if the preferred candidate is unwilling to take up the post. The interview panel will then report on the interviews to the full CIC Board and ask for confirmation of their decision.

The appointed candidate will be notified as soon as possible after the CIC Board have confirmed the appointment. When the successful candidate has verbally accepted the post the other candidates will notified that they have not been successful.

Declarations of Interest

Before any consideration is given to any application each Member of the F&GP Committee will declare if they know or have any personal relation with any of the candidates. Any declarations of interest will then be discussed and a decision made as to whether it is necessary to exclude any Member of the F&GP Committee from having any further involvement in the short listing process and/or forming part of the interview panel.

If it becomes apparent that more than half of the Members of the F&GP Committee have a personal interest in a candidate, that would exclude them from short listing or interviewing candidates, then a decision may be taken to ask the full CIC Board to short list and interview

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