
Karibu African Women's Support Group Recruitment policy

December 2024

1. Introduction

Organisationally, KARIBU AFRICAN WOMEN'S SUPPORT GROUP, hereinafter referred to as the Organisation, aspires to be characterised as 'a well-managed, well-resourced organisation' in order to deliver on its Mission Statement. People are the key factor in achieving this - we therefore need to recruit and retain excellent Trustees, Staff and Volunteers. Our Recruitment Policy meets with best practice, but also has the flexibility to experiment and challenge existing practices. Fundamental is our commitment to Diversity and Equal Opportunities - these needs are inherent parts of our approach and processes.

2. Policy

The Organisation seeks to recruit high quality, committed, effective and passionate about people Trustees, Staff and Volunteers using a fair, honest and open process. We aim to maintain and develop an organisation whose people are:

- Professional and effective
- Motivated and fulfilled.
- Knowledgeable and committed.
- Offered support for personal development.
- Reflective of the communities we serve.

The Organisation will monitor and respond to issues arising from the recruitment process, particularly in relation to diversity matters.

3. Processes: Trustees

1.	The following papers will be regularly reviewed and kept up to date by the MANAGER: <ul style="list-style-type: none">• Trustee Role Description and Person Specification• Trustee skills audit	To keep up to date with Trustee developments and maintain awareness of skills mix
2.	At least once per annum the Trustees will review the composition of the Board to assess if there are any vacancies, co-options or skills/experience/knowledge gaps	To ensure the Trustee Board revisits its purpose and composition
3.	Recruitment of new Trustees will be managed by a permanent Search Committee, led by the Chairperson of the organisation, with at least one other	Allocating responsibility for recruitment of Trustees

	Trustee as member and supported by the CORDINATOR.	
4.	The Search Committee will determine and implement: <ul style="list-style-type: none"> • the best approach to advertising or searching for new Trustees, adhering to the Equality and Diversity Policy • the best approach to short-listing and interviewing potential trustees. • the selection criteria 	Ensuring recruitment keeps in line with policies
5.	Selection criteria: <ul style="list-style-type: none"> • The selection criteria must be applied equally to all candidates and be based on the Role Description and Person Specification • If the Selection criteria is not met, an appointment should not be made 	Ensuring recruitment keeps in line with policies
6.	The Search Committee makes recommendations to the Trustee Board, which can confirm or reject recommendations	Final responsibility rests with Trustees
7.	Post interview: <ul style="list-style-type: none"> • The successful candidate/s should be telephoned as soon as practicable and oral confirmation of acceptance of the post secured. <ul style="list-style-type: none"> • This should be followed by a written offer to the successful candidate within two working days of oral acceptance with a prompt acceptance reply sought. • The successful candidate's references and other details should be followed up promptly. • The Search Committee or the potential trustee may suggest attending up to two meetings as an observer prior to accepting the appointment. • All other candidates interviewed should be informed promptly and offered feedback on their interview. • Expenses for attending the interview can be made 	To ensure that the chosen candidate is secured as soon as possible

4. Processes: Staff

1.	A Job Description and Person Specification will be developed for any new post or significant amendment to an existing post.	Clarity of objectives in recruitment and establishing objective benchmarks
2.	An Interview Panel will be formed to determine the recruitment strategy for the post to be filled. The Interview Panel: <ul style="list-style-type: none"> • Will report and be accountable to THE CHAIRPERSON • Will have at least 2 people, with 3 being the norm. • Will include at least one team leader who will support the process. • Will include a Trustee for any management post. • Will first determine internal recruitment process, thereafter, will determine the advertising and interview process. • Will undertake interviews and decide on appointment. • Will report to THE CHAIRPERSON on any problems or difficulties encountered. 	Clarity of processes to be followed by interview panel.
3.	Internal and external recruitment: <ul style="list-style-type: none"> • All vacancies will be offered for internal application by any staff/ volunteers currently in post, subject to the staff/ volunteers having successfully completed the probationary period. • The Interview Panel may determine that it needs to interview external as well as internal candidates. 	Need to retain knowledge and expertise within the organisation. If an internal applicant is appointed, must have joined the organisation under full recruitment process.

	Recruitment Activities	Rationale
4.	Short-listing process: <ul style="list-style-type: none"> • Short-listing needs to follow the organisation's best practice in Equal Opportunities. The front 'monitoring' sheet of the applications should not be viewed by those short-listing. • The Interview Panel will determine the most appropriate short-listing process in relation to the status of the post and the number of applications. 	Need to reduce the number of applications to a realistic number.
5.	The interview process needs to fulfil the following criteria: <ul style="list-style-type: none"> • Review all application forms. 	Providing all candidates with equal opportunity and developing a robust

	<ul style="list-style-type: none"> • Follow a process that provides the Panel with the ability to scrutinise individual ability, experience and knowledge. The Panel determines whether this involves questions, presentations, tests or other recruitment methods. • Meet the Equality and Diversity Policy by applying the same process/format to all candidates (but making allowance/ adaptation for special needs). 	system that will appoint the best candidate
6	<p>Selection criteria:</p> <ul style="list-style-type: none"> • The selection criteria must be applied equally to all candidates and be based on the Job Description and Person Specification. • If the Selection criteria are not met, appointment should not be made. <p>7. Post interview:</p> <ul style="list-style-type: none"> • The successful candidate should be telephoned as soon as practicable and an oral confirmation of acceptance of the post secured. • This should be followed by a written offer to the successful candidate within two working days of oral acceptance with an acceptance reply sought within the next three working days. • The successful candidate's references and other details should be followed up promptly. • All other candidates interviewed should be informed promptly and offered feedback on their interview. • Expenses for attending interview can be reimbursed. To ensure that the chosen candidate is secured as soon as 	Providing all candidates with equal opportunity and developing a robust system that will appoint the best candidate
7.	<p>Post interview:</p> <ul style="list-style-type: none"> • The successful candidate should be telephoned as soon as practicable and an oral confirmation of acceptance of the post secured. • This should be followed by a written offer to the successful candidate within two working days of oral acceptance with an acceptance reply sought within the next three working days. • The successful candidate's references and other details should be followed up promptly. 	To ensure that the chosen candidate is secured as soon as possible.

	<ul style="list-style-type: none"> • All other candidates interviewed should be informed promptly and offered feedback on their interview. • Expenses for attending interview can be reimbursed. 	
8.	<p>DBS</p> <ul style="list-style-type: none"> • Once the successful candidate has accepted the position, the manager will apply for a Disclosure and Barring Service. • DBS procedures are followed with appropriate safeguards in place while waiting for references and DBS checks to be completed. • All candidates personal information will be kept by the manager in a locked file. 	<p>Any applicant who successfully applies for a DBS will be expected to uphold the safeguarding policies and principles held by Karibu.</p>

Agreed by the Management Committee

Signed: *O.O.uzokwe*

Date: 11/12/2024

Reviewed

11/12/2025