



RECRUITMENT AND SELECTION POLICY



The purpose of this policy is to ensure a professional and consistent approach to recruitment and selection; to adhere to the equality and diversity policy and relevant employment legislation. Staff should be recruited on the basis of their ability to undertake the role on offer.

OCHL aims to improve its performance as an organisation; to attract and recruit people with diverse backgrounds, skills and abilities. We are committed to providing opportunities for development and training of employees and volunteers. Job roles and responsibilities will be regularly reviewed through performance reviews and ensuring that recruitment procedures are updated in line with legislation and best practice.

All roles will require a job description and person specification, detailing the essential and desirable criteria to perform the role. These details will be used to assess the ability and suitability of candidates.

Vacancies will be advertised locally via social media, shop noticeboards, local magazines and Job Centre Plus. All adverts will be designed and presented effectively to ensure the widest range of candidates are attracted to the role. Adverts will be non-discriminatory and adhere to OCHL's diversity and inclusion statement.

Applications will be reviewed against the job description and person specification and candidates may be asked to undertake interview and assessment tests.

Offer of a job will be confirmed once satisfactory references, confirmation of educational / work qualification and confirmation of right to work in the UK; employment cannot start until these requirements are completed.

Candidate information will be kept confidential in keeping with the Data Protection policy.

Adopted 19th February 2024