



New Ground Churches

Recruitment Policy

Created: April 2022

Approved: June 2022

Reviewed: September 2024

1. Purpose and general policy

1.1 The purposes of this recruitment policy are to ensure:

- a professional and consistent approach to recruitment and selection;
- adherence to New Ground's Inclusion Policy;
- that members of staff are recruited on the basis of their ability; and
- the New Ground team are able to attract and recruit high-calibre staff.

1.2 This policy applies to all internal and external applicants for New Ground roles.

1.3 As an organisation New Ground strives to improve in all areas of activity and therefore seeks to recruit from an appropriately wide pool of resources.

1.4 New Ground aims to attract and recruit people from diverse backgrounds, skills and abilities in order to enhance the quality of service, support and development provided.

1.5 Each vacancy will be reviewed by the New Ground Management Team to determine the extent of advertisement, taking into account the role, location and organisational needs at the time, and whether there is a genuine occupational requirement as outlined in the Equalities Act 20210 (Sch 9, para 3). This will be presented to the trustees for ratification.

1.6 Consideration will also be given to whether the requirements of the role can be satisfactorily met on a full-time, part-time or job-sharing basis.

2. Job description and person specification

2.1 A job description is a key document in the recruitment process and must be finalised prior to further steps in this process. For existing roles, the job description must be reviewed thoroughly to ensure it remains up to date and appropriate to the needs. For new roles, the job description must be approved by the COO before publication.

2.2 Within the job description, there will be a section dedicated to the person specification, which outlines the essential and desirable criteria (including qualifications, experience, knowledge, skills and expertise required to perform the job). The detail set out in the person specification will provide the basis for review of applications and interview.

3. Advertising

3.1 Once the extent of advertising has been determined for the role (see 1.5 above), the process will follow one of these routes:

- *External* – consideration being given to the relevant need, advertising will include existing staff, the New Ground website, all social media, direct communication to New Ground Churches and to other Newfrontiers' spheres, and may extend to the Christian press plus local or national newspapers, if appropriate.

- *Internal* – advertising will include existing staff and direct communication to New Ground Churches. This could extend to selected Newfrontiers spheres if considered relevant from the outcome of 1.5 above.
- *Head-hunting* – some roles will be considered inappropriate for any advertising beyond the Core Team, sphere leader to sphere leader, or senior Newfrontiers team due to the nature of the vacancy and potential risks to the organisation.

3.2 All advertising must include details of, or access to, the role, job description, salary scale, whether part-time, full-time or job-share and time scales for application, interview and expected start date.

4. Applications, shortlisting and interviews

- 4.1 All roles will require the completion of an application form and submission of a curriculum vitae.
- 4.2 Consideration must be given to allow adequate time between the application deadline and any interview dates, for the processing and review of applications. This gap may need to be longer for externally advertised roles where a greater number of applications are received.
- 4.3 A decision should be taken in advance as to whether late applications will be accepted.
- 4.4 A shortlisting team and interview panel must be selected appropriate to the role advertised. All applications must be treated confidentially and managed according to the Data Protection policy.
- 4.5 The shortlisting team must make their assessment of the applications according to consistent criteria agreed in advance. They will be required to score against the criteria and keep notes before consulting together to determine the shortlist for further review or invitation for interview.
- 4.6 If further review is required, the shortlisting team may decide to conduct telephone interviews to determine a final list of candidates to invite for interview.
- 4.7 Any applicants not reaching the interview stage must be contacted to communicate they have been unsuccessful.
- 4.8 The interview panel must consist of at least two persons, one of whom should be within line management of the successful applicant. The panel will determine the nature of the interview and whether it includes practical or psychometric tests, presentations by the candidates and other job-related exercises, in addition to verbal interview. Where appropriate the candidates should be advised of these to allow time for preparation.
- 4.9 Scoring criteria must be agreed in advance, with each interviewer keeping their own notes. Once decided all reasons for selection and non-selection must be recorded.
- 4.10 Unsuccessful candidates must have this information conveyed quickly.

- 4.11 The successful candidate may be advised verbally and then confirmed in writing with an offer letter and contract.
- 4.12 Once acceptance has been received from the candidate, references will be taken up and, where relevant, confirmation of qualifications. A signed contract must be received from the candidate before the agreed start date.

5. Data Protection and Confidentiality

- 5.1 New Ground will keep confidential all candidate information gathered through the recruitment process and fulfil the requirements of all relevant legislation.
- 5.2 All records of the shortlisting team's scores and notes must be retained together with interviewer notes and reasons for selection and non-selection, which will be kept with the application documents for the appropriate time according to the Data Protection policy.

6. Complaints

- 6.1 New Ground will review any complaints made on the grounds of discrimination, which will be carried out by someone in responsibility above those involved in the shortlisting or interview process.
- 6.2 Any acts of discrimination and/or abuse within the recruitment process by New Ground staff may be treated as a disciplinary offence, which will be considered under the Disciplinary Procedure and may result in dismissal.