

Snowsport England (SE) Volunteer Recruitment Policy

Snowsport England recognises volunteers are fundamental to our continued success. We therefore need to attract and retain the highest calibre of volunteers and have a professional and strategic approach to recruitment is essential to do this.

This Recruitment Policy sets out how SE will ensure as far as possible, that the best people are recruited to meet the needs of the organisation and that the recruitment process is free from bias and discrimination. This policy applies to all voluntary appointments.

Snowsport England is committed to safeguarding and protecting all children and young people and adults at risk and expects our volunteers to share this commitment. Safeguarding children and young people and adults at risk is of paramount importance.

Snowsport England is committed to our diversity action plan and are committed to equality of opportunity at every stage in the recruitment process.

Snowsport England complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS disclosure on the basis of a conviction or other information revealed.

Aims of the Policy

The aims of our Recruitment Policy are:

- To secure the widest possible response to vacancies
- To select the most suitable candidate to carry out the duties of the post
- To make selection decisions which do not discriminate unfairly against any group or individual and enable an increase in the diversity of our organisation.

Process

NB: This outlines the ideal process and for all roles in direct contact with children should be followed. If there is any change to the policy this is at the discretion of the CEO

A role description will be produced clearly setting out the duties and responsibilities of the role. This will include:

- The role title
- Location of the role
- Duration of contract (if applicable)
- The main purpose of the role
- Main duties and responsibilities
- A list of requirements for the role
- Any special working conditions; for example working patterns, attendance at events, travel overseas, home based working etc

- Expense details (where applicable)
- A brief description of Snowsport England and our mission
- How to apply
- Notification, where applicable, that a DBS is required for the role

A person specification will be produced. This will outline the knowledge, skills and competencies required or desired for the role, including any mandatory training or qualifications.

Advertising the Post All posts will be advertised as widely as possible within the confines of the budget allocated. This will include on Snowsport England's website, on social media and other appropriate websites. Posts will usually be advertised for a minimum of 2 weeks. Snowsport England will consider and assess the best way of attracting a pool of suitably qualified candidates to fulfil the specific role and meet any organisational objectives including diversity goals. Where the job holder is required to complete a DBS disclosure, this information will be included in the advertisement. Depending on the role, the applicant may be required to complete an application form, or submit a CV.

Equality Monitoring Forms Applicants for some roles will be asked to complete an equality monitoring form and this will be separated from the application, stored securely and not shared with any member of the interview panel. Information gathered from these forms will be monitored as part of the Diversity Action Plan.

DBS Disclosure – Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Snowsport England and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Interview Panel – An interview panel will comprise of at least 2 people, all of whom are aware of good recruitment practice.

Shortlisting will be completed once the closing date has passed. At least 2 members of the interview panel will undertake shortlisting. Decisions will be based on the evidence submitted, against the requirements of the person specification.

Disability - Snowsport England is committed to a fair recruitment process that does not discriminate based on any disability.

Applicants with a disability will be asked if they require any special assistance in order to attend interview.

Interviews – Applicants will be invited to attend for interview as soon as possible after the closing date, and shortlisting has taken place. The structure of interviews should be agreed in advance and the same areas of questioning should be covered with all candidates. Supplementary questions should be used to probe for further information and clarification.

References – Two written references will be required for those shortlisted, or if an applicant does not give consent for this at the shortlisting stage, prior to taking up the role.

Qualifications – Proof of qualifications will be required where this is a requirement for the role.

Successful candidates - Any candidate will need to provide references satisfactory to Snowsport England and (where appropriate) a satisfactory DBS disclosure. Having a criminal record will not necessarily preclude someone from working for Snowsport England. This will depend on the nature of the position, the circumstances and details of the offence.

Unsuccessful Candidates Snowsport England will inform any unsuccessful candidates who were interviewed but were unsuccessful. We will also aim to give verbal feedback to interviewed candidates when requested. Snowsport England will endeavour to contact candidates who have not been shortlisted by e mail, but if this is not possible due to limited resources, this will be made clear in the advertisement.

Retention of Unsuccessful Applications Snowsport England will dispose by secure means any unsuccessful applications within 6 months of the closing date.

[Link to SE Data Privacy Notice](#)

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