

Creative Lives Recruitment & Selection Procedure

Creative Lives' recruitment and selection process aims to:

- Ensure fairness, consistency, and transparency.
- Prevent discrimination based on race, ethnicity, national origin, gender, gender identity, marital or family status, sexual orientation, age, disability, religious or political beliefs, employment status, trade union membership, or socio-economic status, in line with the Equality Act 2010.
- Comply with statutory regulations and best practices, including GDPR under the Data Protection Act 2018.
- Align with Creative Lives' Equality, Diversity, and Inclusion Policy.
- Effective recruitment is critical to ensuring the right individuals are placed in the right roles at the right time, enhancing Creative Lives' current and future success. It also supports long-term goals such as skills development, organisational performance, and protecting Creative Lives' brand.
- All hiring managers will receive recruitment and selection training and will be supported throughout the process by the HR Director and CEO.

A. Recruitment: Defining the Role

Confirm Funding:

The appointing manager must confirm the funding for the position with the CEO, ensuring it covers the salary defined in the Creative Lives salary system.

Define the Job:

Review the current role to decide whether to fill the position as-is or revise the role's requirements. The HR Director, in consultation with the line manager, will draft the job description, ensuring the grade and salary align with the Creative Lives salary system.

Job Description:

Ensure the job description and person specification are up to date, specifying required skills, qualifications, and other criteria.

Recruitment Pack:

The HR Director will prepare a recruitment pack, including the job description, person specification, organisational information, terms of employment, and Creative Lives' Equality, Diversity, and Inclusion Policy.

Application Pack:

Ensure that the application pack captures all necessary information to assess candidates against the person specification.

Funder Approval:

If applicable, seek funder approval for the job description.

B. Recruitment: Advertising

Advertising Strategy:

Consult with relevant stakeholders to determine the best advertising channels to reach suitable candidates, ensuring inclusivity and compliance with the Equality Act 2010. Channels may include internal ads, Creative Lives' website, social media, arts/voluntary sector newsletters, local and national press, and professional journals.

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Ad Design:

Adverts should be clear and concise, providing enough information to attract the right candidates while maintaining cost-effectiveness and inclusivity.

C. Selection: Forming the Panel

Panel Membership:

For officer-grade positions or below, the recruitment panel will consist of the line manager and the HR Director.

For senior management team (SMT) or higher roles, the panel must include the line manager, HR Director, and one or more board members. External representatives, such as funders, may be included if applicable.

Panel Diversity:

Ensure the panel is balanced in terms of gender, ethnicity, and language.

Panel Chair:

The HR Director (or designated Chair) will oversee the interview process, ensuring compliance with equal opportunities legislation and maintaining full records of the selection process.

D. Selection: Shortlisting

Logging Applications:

The HR Director logs all applications, redacting personal and equal opportunities data before providing them to the shortlisting panel, ensuring compliance with the Data Protection Act 2018.

Impartial Scoring:

Applications are anonymised, numbered, and scored against the person specification to ensure impartiality. The panel will focus on essential criteria when shortlisting.

Recommendations:

In cases of high application volumes, the HR Director may make recommendations to the panel, though final decisions remain with the panel.

E. Selection: Interviews

Invitation to Interview:

The HR Director invites shortlisted candidates to interview and manages logistical arrangements, including accommodations for accessibility, as required under the Equality Act 2010. Unsuccessful candidates will also be informed, with feedback offered.

Interview Preparation:

One week before interviews, each panellist will receive a pack containing the interview schedule and relevant candidate documentation.

Interview Process:

The panel will follow a structured interview format, ensuring that all questions align with the person specification and are agreed upon in advance.

Record-Keeping:

The Chair will ensure detailed notes are kept, including scores and decisions for each candidate. These records will be securely stored by the HR Director for at least six months in compliance with GDPR.

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F. Appointment

Offer of Appointment:

The appointing manager will extend an offer to the successful candidate, pending satisfactory references and any required checks (e.g., Disclosure and Barring Service (DBS)) under the Rehabilitation of Offenders Act 1974.

Personnel File Initiation:

The HR Director will initiate a personnel file and establish payment arrangements for the new hire.

Induction:

The HR Director will organise an induction program, agreed upon at least one week before the new employee's start date.

Inclusivity and Accessibility

Creative Lives is committed to ensuring an open and accessible recruitment process. We will accept applications in various formats upon request to meet individuals' accessibility needs, in line with our commitment to inclusivity and compliance with the Equality Act 2010. No candidate will be disadvantaged due to a disability or access-related requirements.

Creative Lives values the diverse perspectives gained from a range of experiences, including lived experience. We acknowledge that formal qualifications and traditional career paths may not fully reflect a candidate's potential. As part of our commitment to inclusivity, we actively encourage applications from individuals whose lived experiences equip them with the skills and insights needed for the role. This ensures that we welcome a diverse spectrum of candidates who can contribute unique value to our organisation.