

Freelance Recruitment Procedure

Introduction

Creative Lives is committed to an equitable, transparent, and inclusive approach to freelance recruitment. This procedure ensures fair access to opportunities while upholding the organisation's values and strategic priorities. We recognise the vital role freelancers play in supporting the delivery of our work.

Scope

This procedure applies to all freelance roles within Creative Lives, including but not limited to artists, facilitators, coordinators, consultants, and other project-based roles. It will be followed for all contracts exceeding five days in duration, unless the Chief Executive approves that continuity with a previous contractor is more appropriate for a specific piece of ongoing work.

Principles

- **Equality & Inclusion:** Freelance opportunities will be accessible to diverse candidates, particularly those from underrepresented backgrounds.
- **Transparency:** Recruitment processes will be clearly outlined, with selection criteria published in all callouts.
- **Fair Pay:** Freelancers will be compensated in line with sector standards, acknowledging the value of their expertise and time. Fees will be published in all advertisements to ensure clarity and fairness.
- **Clarity:** Contracts will clearly define scope, deliverables, timelines, and payment terms.
- **Wellbeing :** We will prioritise the well-being of freelancers, ensuring realistic workloads and expectations.

Recruitment Process

Identifying Needs

- The relevant manager will assess the need for freelance support, ensuring alignment with organisational priorities and available budget.
- Funding must be secured by a signed contract before advertising a freelance opportunity.

Job Advertisements & Outreach

- Opportunities will be advertised widely through the Creative Lives website, social media, newsletter and via any relevant partners.
- Targeted outreach will be conducted to encourage applications from underrepresented groups.
- Advertisements will clearly state deliverables, timelines, fees, and selection criteria.
- Local freelancers will be prioritised where possible to support our place-based work.

Application & Selection

- Candidates will apply via an Expression of Interest and a CV (we will also accept accessible alternative formats as needed).

- A recruitment panel, of the relevant Manager, HR Director and when relevant a representative from a Partner Organisation will sit on the recruitment panel. This panel will shortlist and decide whether to interview candidates.
 - All applications will be reviewed and scored against the selection criteria published.
 - To ensure a fair and transparent process, if interviews are conducted all candidates will be asked the same interview questions, which will be scored consistently.
- Selection will be based on merit and alignment with Creative Lives' values and project needs.
- We do not currently use blind recruitment for freelance roles but will review this approach on an annual basis to ensure fairness and equity.

Contracting & Onboarding

- Successful candidates will receive a freelance contract outlining deliverables, timelines, payment terms, and reporting structures.
- A clear point of contact within Creative Lives will be assigned for ongoing communication and support, and the freelancer will be invited to attend team meetings, events and training.

Feedback & Exit Interviews

- Freelancers will be given the opportunity to provide feedback on their experience working with Creative Lives, including recruitment, project management, and support.
- Exit interviews will be conducted to gather insights on areas for improvement and best practice.
- Feedback will be incorporated into quarterly EDI monitoring and evaluation, helping to refine policies and improve working conditions.

Monitoring & Evaluation

- Creative Lives' People & EDI Committee undertakes quarterly EDI monitoring and evaluation to ensure inclusive recruitment practices.
- Data on freelance recruitment will inform future strategy and best practice.