

RISING SUN ARTS CENTRE EMPLOYMENT POLICY

1. EQUALITY AND DIVERSITY

The Rising Sun Arts Centre (RSAC) is an Equal Opportunities employer. The aim of our Employment Policy is to ensure that we select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including:

- race
- colour
- nationality
- ethnic or national origins
- religion
- sex
- sexuality
- actual or perceived AIDS/HIV status or perceived association with an HIV positive person
- marital status
- age
- social background
- disability

RSAC will achieve these aims by ensuring that:

- vacancies reach as wide a pool of potential applicants as practicable
- there are clear job descriptions and objective person specifications for every job.
- procedure and code of good practice for recruitment and selection for appointment or promotion, is followed by every Trustee, Volunteer and Employee involved in recruitment and selection
- staff involved in the recruitment and selection process are given adequate training in RSAC's Policy and Procedures and their responsibilities
- unlawful and unfair practices are not introduced by monitoring/reviewing its policy and procedures
- positive action is taken to make this policy fully effective including steps to encourage applications from under represented groups i.e. women, ethnic minority groups and people with disabilities.

2. IMPLEMENTATION AND MONITORING

The implementation and monitoring of this Policy lies with the Board of Trustees.

3. JOB REQUIREMENTS

Job descriptions, information about RSAC and person specifications will be despatched with application forms for all vacant posts. Recruitment literature, including advertisements, will only include those essential and desirable requirements that are necessary and justifiable for the effective performance of the job. Reference to specific qualifications should be included

only where they are directly relevant to the job. In such cases it will be made clear that equivalent or alternative qualifications are acceptable. Age restrictions should be avoided unless they are justifiably a material factor in the selection process.

4. JOB DESCRIPTIONS

These will include the following:

- Job Title
- Based at
- Position reports to (Line Manager title, location)
- Job Purpose Summary (ideally one sentence)
- Key Responsibilities and Accountabilities, (or 'Duties'. 8-15 numbered points)
- Dimensions/Territory/Scope/Scale indicators (the areas to which responsibilities extend and the scale of responsibilities - staff, customers, territory, products, equipment, premises, etc)
- Date and other relevant internal references

5. SHORTLISTING

All applicants will be considered together and the criteria for selection applied consistently to all candidates by reference to the criteria listed in the person specification. Shortlisting and interviewing panels will comprise ideally three officers/members including a gender mix. Where this is not practicable all panels will consist of at least two officers/ members.

6. INTERVIEWS

6.1. PREPARING FOR THE INTERVIEW

Selection criteria should be carefully drawn up at the outset and consistently applied to all candidates. These should directly relate to the requirements of the job, be clear, precise and – most importantly – objective.

No assumptions should be made as to stereotypical requirements for a job – for example, just because a job involves heavy lifting, this does not mean female candidates should be excluded.

The interview panel will prepare a list of competency based questions which will be asked of each candidate. Each candidate will be asked the same agreed questions but these may be supplemented by further questions depending on the answers given

6.2 INTERVIEWING

The purpose of an interview is to assess each candidate's capabilities in relation to the requirements of the job. Therefore, interviewers will seek to phrase questions in a standard way concentrating on the criteria as identified in the person specification. Questions will not

be asked about an applicant's personal circumstances; in particular questions should not be asked concerning marital status, children or other family commitments, or domestic arrangements.

Where there are special requirements attached to a job e.g. unsocial hours, all candidates will be asked whether they understand and are able to fulfil all the obligations of the post.

At the end of each interview the candidates will be given the opportunity to clarify anything s/he said and to ask questions of the panel. The panel will then make a provisional assessment of the candidates performance, taking into account both their interview and their written application.

6.3 AFTER THE INTERVIEW

The chairperson will collate the comments of the interview panel and an appointment will be determined through discussion and, if appropriate, a reserve appointee. The reasons for rejection of unsuccessful candidates will also be recorded by the chairperson, or as he/she delegates.

- All candidates will be informed whether or not they have been successful
- Offers of appointment are subject to satisfactory references and standard disclosures from the Criminal Records Bureau where necessary.
- Internal candidates will be offered the opportunity to discuss the reasons for rejection.
- External candidates will be given feedback on their interview performance if requested.

All application forms and other documentation will be kept for at least 6 months after the interview.

7. APPOINTMENT

7.1 Appointment of candidates will be on the basis of the best match between the individual, identified through the stages of the selection procedure (application form, interview, selection tests etc.) and the post, identified by reference to the job description and personal specification, without regard to any other non-material factors such as sex, race and disability except where there is a genuine occupational qualification. The central principle is that the most suitable person for the job is appointed.

7.2 REFERENCES

No candidate will be appointed until a verified reference is received and scrutinised. For successful candidates, written references will be verbally verified.

7.3 QUALIFICATION CERTIFICATES

Where necessary appointees will be asked to bring qualification certificates with them for validation on their first day of service.

7.4 WORK PERMITS

It is against the law to employ a person who does not have permission to live and work in the UK. RSAC could be prosecuted and fined under the IMMIGRATION AND Asylum Act 1999 for employing somebody who does not have permission to work in the UK.

Therefore all successful applicants will be required to provide evidence of one original piece of documentation from the list below once an offer of employment is made:

- A document giving the person's National Insurance number and name. This could be a P45, a National Insurance card or a letter from a government agency.
- A document showing that the person can stay indefinitely in the UK or that they have no restrictions preventing them from taking employment. This may be an endorsement in a passport or a Home Office letter,
- A work permit or other approval to take employment from the DfEE
- A document showing that they are a UK citizen or have a right of abode in the UK (e.g. passport endorsement, birth certificate, registration of naturalisation or a letter from the Home Office)
- A document showing that they are a national of a European Economic Area country (passport or national ID card)
- A document confirming registration with the Worker Registration Scheme.

8. PERSONEL RECORDS

All records, whether on paper or a computer system will be stored in a secure environment in accordance with the Data Protection Act 1998.

9. TRAINING

Selection for training will be based solely upon the needs of the Centre and the needs of individual employees in carrying out their present duties, in preparing for changes in these duties and for career development. Availability of funds will limit the levels of training activities and the Board of Trustees will establish priorities accordingly. However, any restrictions on access to training will not directly or indirectly discriminate on the grounds of sex, race, disability and so on.

OTHER AREAS THAT SHOULD BE COVERED BY THIS POLICY GOING FORWARD – THESE ARE SPECIFIC TO THE CENTRE AND WOULD NEED TO BE DECIDED THROUGH DISCUSSION.

Contracts
Holidays
Pay/pay reviews
Redundancy
Equal ops resolving dispute
Work and families
Flexible/time off for dependents
Induction

Date reviewed: July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.