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Part 1 – Policy

Policy Statement

It is the policy of Scouting Ireland Services CLG to recruit and retain staff of the highest calibre with the qualifications and experience necessary to provide an efficient and effective support service to ensure the continued growth and development of Scouting Ireland. This is achieved through the application of a detailed and transparent recruitment procedure and through the application of all relevant employment legislation. The short-listing, interview and recruitment process follows best practice in relation to equal opportunities. Selection for appointment is based on merit.

Purpose

The aim of the policy is to outline the relevant steps in the recruitment process and to highlight the management and governance responsibilities regarding Professional Staff.

Scope

This policy is intended for all individuals who are involved in the recruitment, management or interaction with Professional staff.

Aim for Professional Staff

Scouting Ireland Services CLG aims to provide a challenging, stimulating, rewarding, safe and comfortable environment for its Professional Staff to enable them to supply an efficient and effective support service to the membership of Scouting Ireland.

Scouting Ireland Services CLG strives to enable staff to develop personally, intellectually and professionally, so that they can reach their full potential and personal fulfilment as adults.
Part 2 – Recruitment and Selection

It is the policy of Scouting Ireland Services CLG to ensure that the recruitment and selection procedures implemented will result in the best candidate for the job being selected. Commitment to this principle of appointment on merit will assist in the continuing development of the Scouting Ireland as a vibrant organisation.

The selection procedures for staff vacancies will be based on the role profile and the objective requirements of the job, without bias on the grounds of the candidate’s sex, marital or family status, age, disability, religion, sexual orientation, race, membership of the Travelling Community or Political Opinion. However, the objective of our recruitment and selection process is to obtain the right person for the job and Equality Legislation should not change this policy.

Equally, though voluntary membership of the Association may confer an advantage on a candidate, it will not necessarily confer any special rights, privileges or expectation on an individual to receive preferential consideration in securing a professional appointment in Scouting Ireland Services CLG.

Vacant positions in Scouting Ireland Services CLG are open to all suitably qualified candidates subject to educational and experience criteria relevant to each specific post being met. Scouting Ireland Services CLG selection process will provide equal access at all stages to all candidates. A record of all decisions made throughout the process will be retained for twelve months after the appointment has been made.

Decision to Recruit

The recruitment process to fill a new or existing post will not commence without the approval of the remuneration committee on the recommendation of the CEO.

On the recommendation of the CEO, the remuneration committee will approve the initial term of contract and remuneration for the appointment.

Advertisements

Recruitment advertisements representing Scouting Ireland Services CLG will be prepared and coordinated through National Office and will contain nothing of a discriminatory nature and will encourage applications from the broadest possible base. This does not preclude local advertising of positions where appropriate. All advertisements will contain a positive statement of Scouting Ireland Services CLG commitment to its equal opportunity policy. Job advertisements will be placed on all Scouting Irelands internal communications channels and appropriate external channels

Conflict of Interest
When a senior volunteer member of the Scouting Ireland, a member of the NMC or Programme Commissioner etc., is applying for a Professional Staff vacancy, then their candidacy must be made known to the National Secretary in order to avoid a potential conflict of Interest.

**Job Descriptions**

In advance of a vacant post being advertised, the relevant Manager with HR support will prepare a role profile to support the recruitment and selection process and ensure the best possible outcome to meet the needs of Scouting Ireland Services CLG.

If there is an existing job description for the post, HR should ensure that any changes that are deemed necessary are made in conjunction with the relevant manager.

**Interview Panels**

The CEO will ensure that an appropriate interview panel with the relevant knowledge, experience and skills to select the best possible candidate is formed for each appointment. A panel of at least two personnel will conduct interviews for vacancies. All interviews for vacancies for level 6 positions (or higher) will be conducted by a panel of three personnel, one of whom will be a volunteer, selected from the trained volunteer panel appointed by the Remuneration Committee. No volunteer that will work directly with the successful candidate will be a member of the interview panel. Where possible, to create a gender balance, there will be at least one male and one female on the Interview Panel. The relevant manager will be the chairperson of each interview panel.

If the appointment is for a senior professional position, (level 4 or higher), then the composition of the Interview Panel will be recommended by the CEO and approved by the Remuneration Committee in order to ensure that the appropriate skills and expertise are brought to bear on the Interview Procedures.

**Confidentiality**

All members of the Interview Panel will be required, as part of the procedures and obligations of being on the Interview Panel, to maintain strict confidentiality relating to information about candidates and how candidates fared in the Interviews. No information will be provided to any individual who is not a member of a interview panel regarding the applicants for a position.

All other staff who may become aware of information about candidates, through routine administration, will also be requested to observe strict confidentiality as already outlined in their contract of employment. Scouting Ireland Services CLG will observe best practice in maintaining confidentiality but this will not confer any guarantee to a candidate that strict confidentiality can be assured.
Methods of Assessment

Candidates applying for a position with Scouting Ireland Services CLG will be assessed on the following:

1. **Application Form – Short-Listing**

   Applications forms will be assessed at the short-listing stage to determine whether the candidate meets the essential requirements of the position. All applications are assessed against agreed criteria. Short-listing criteria will be based on the role profile. At short listing, each candidate will be compared to the essential criteria and those who do not meet these criteria will not be short-listed. Candidates who most clearly meet the requirements of the position will be brought forward to the next stage of the assessment process. The Chairperson of the interview panel and at least one other member of the panel will conduct short-listing.

2. **Interview**

   The Interview Panel, using a set of pre-determined questions, which will be compiled by the Panel to effectively elicit the necessary information to select the most suitable candidate, will interview each candidate.

   Prior to the interview, a marking system will be applied to questions and criteria for the vacancy. Candidates will be allotted marks, based on the candidate’s responses to questions and the independent assessment of their merits by each member of the Interview Panel.

   The marks for each candidate will be added up and the aggregate mark from the Interview Panel will determine who the successful candidate will be. In the event of a tie in the marks allotted, after assessing a panel of candidates in order of preference, the Chairperson of the Panel will have the deciding vote on who should be the preferred candidate for appointment by the CEO.

   The board of Scouting Ireland Services CLG will be informed of staff appointments by the CEO at the next meeting after the selection process has concluded.

   Records and notes of the Interview Process will be retained at National Office for a minimum of one year.

   Candidates may be called for a second interview.

   Any candidate who would like post interview feedback can make a written request.

3. **Presentation**

   Some appointments may involve making a presentation to the Interview Panel. Details of this and the presentation title will be given in advance of the interview.
4. **Verification of Academic Certification and Identity**

Candidates will be required to furnish proof of all academic certification achieved and a photocopy of an ID they possess when attending the interview. This is to verify one’s identity and academic achievements.

5. **Garda Vetting/Access Northern Ireland**

As a Youth Work organisation it is a duty of the organisation to ensure the Garda Vetting Bureau /Access Northern Ireland vets all employees. Candidates will be required to complete a Garda Vetting/Access NI form at the interview stage.

6. **Reference Checks**

Subject to appointment, references will be sought. In certain appointments references may be gathered prior to interview. Candidates will be asked for permission before references are sought.

7. **Pre-employment medical**

It is necessary for successful candidates, who are not already permanent employees before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by Scouting Ireland Services CLG.

**Communication of the Outcome of the Interview Process**

When a successful candidate has been identified, that candidate will first be contacted by the most expeditious means, telephone, e-mail or letter, and an offer of employment will be made to them which will be confirmed by a written offer of employment.

In the case of Senior Staff Appointment (level 4 or higher), no offer of employment will be made until the Remuneration Committee has ratified the appointment.

Once written confirmation has been received from the successful candidate that they will be taking up the appointment, and references, medical examination and Vetting Procedures have been completed, unsuccessful candidates will then be contacted and informed of the outcome of the interview.

**Offer of Employment**

Scouting Ireland Services CLG will make a written offer of employment, once satisfactory medical, vetting procedures and reference checks have been made.

New employees will be issued with a Contract and Job Specification, within one month of commencing employment, which will outline the Terms and Conditions of their employment.
Within one month, new employees will also receive an Employee Handbook, which will outline what the Association expects of them and what they can expect of the Association. The Employee Handbook will also outline the Dismissal Procedures.

**Probationary Period**

All new employees will be subject to a probationary period of between 6 and 11 months, depending on the appointment. This period of probation can be extended, if the company deems it necessary.

Scouting Ireland Services CLG retains the right to terminate the Employee’s Contract within the probationary period and this decision will be at the sole discretion of the company.

**Canvassing**

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member or person nominated by Scouting Ireland Services CLG to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

**Expenses**

Scouting Ireland Services CLG will not be responsible for any expenses a candidate may incur in attending for interview.

**CEO Recruitment**

The recruitment of a CEO, when required, will be carried out consistent with SID 78-11 - CEO Recruitment Process.
Part 3 – Management

Induction

Each new employee of Scouting Ireland Services CLG will receive immediate induction training and will be advised in clear terms about what is, and what is not, to be done.

The Induction will cover the following:

- Conditions of employment, by reference to their contract and role profile.
- Rules and Regulations, by reference to the Employee Handbook and the Constitution and Rules of Scouting Ireland
- Protocols and procedures relating to their employment.

Training

Training for staff will not cease once the probationary period is over. New skills may be required to meet changes in technology, government regulations, health & safety, child protection/safeguarding and changes within the Association.

Staff may apply to undergo courses of training to enhance their skills. Sanction, to partake in such courses of training, will require the approval of the CEO on the recommendation of the relevant Manager, but a prerequisite of receiving such sanction will be that the training pertains to an integral part of their job function and will complement personal skills and the needs of Scouting Ireland.

Continued Professional Development (CPD)

It is the policy of Scouting Ireland Services CLG to develop all employees. Organisations that have robust learning systems can adapt faster to changing circumstances and sustain high performance. Everyone can play a part in fostering an optimal environment for learning, development and growth. Ultimately, CPD is the responsibility of the individual but all managers are responsible for supporting the development and learning of the people working for them but professionals need to actively pursue learning opportunities which align with the objectives of our Scouting Ireland, our members, professional obligations as well as personal learning styles and life circumstances. All employees should take ownership of their development action plan, suited to their career stage and their overall responsibilities.
**Performance management**

The CEO will ensure that a performance appraisal system is in place for all employees.

All employees will take part in an annual performance appraisal and interim appraisals as required.

The objectives of the appraisal system are as follows:

- To enhance communication
- To review and evaluate each staff member's performance annually and provide feedback.
- To identify training and / or development needs.
- To provide an opportunity for staff input on:
  - Own Performance
  - Own Training and Development
  - Specific issues

The Chief Scout will ensure that a performance appraisal system is in place for the CEO.

**Remuneration**

The CEO is responsible for the day-to-day management of the professional staff budget.

The CEO will review the salary bands and present recommendations to the remuneration committee for approval as required.

The CEO will present recommendations on remuneration of employees in line with the agreed role profile salary bands to the remuneration committee for approval as required.

The remuneration of the CEO is the responsibility of the remuneration committee acting in accordance with the CEO salary band and board approved budgetary figures.
Part 4 – Governance

Roles and Responsibilities

The CEO is responsible for the day-to-day management of the professional staff. The board of Scouting Ireland Services CLG will, on an annual basis, formally delegate the responsibility of the functions of the Professional Staff outlined in the constitution to the National Secretary and the Chief Executive Officer acting jointly.

The CEO will work with the Staff and Employment Sub Committee and the Remuneration Committee consistent with the terms of reference of each sub committee.

Reporting

The CEO will report to the board of Scouting Ireland CLG as required. The Staff and Employment Sub-Committee will report to the board on an annual basis.

Health and Safety

It is the policy of Scouting Ireland to operate in a safe manner that protects the safety, health and welfare of all employees in accordance with the relevant legislation.

Scouting Ireland Services CLG aims to provide and maintain safe and healthy working conditions and to follow procedures that will safeguard all employees. All employees are expected to comply with the safety procedures so as to not endanger themselves or their colleagues.

Scouting Ireland Services CLG is committed to:

- Disseminating information relating to health and safety to all employees to promote interest and awareness.
- Creating a positive climate among Professional Staff with regard to the receipt of health and safety complaints, dealing with them promptly and reporting appropriately on progress.

Complaints

Complaints will be processed in accordance with Scouting Irelands Complaints Procedure.
Records & Data Protection

Scouting Ireland Services CLG will maintain a system of personnel records on each member of staff, which will contain, inter alia, the following information:

- Employee’s Application Form and Curriculum Vitae.
- Job offer and Contract.
- Signed acceptance of job offer.
- Signed acceptance of Contract of Employment.
- Details of Association Employee Handbook.
- Details of Training received.
- Details of Annual Performance Appraisal and job assessment.
- Pre-employment medical examination.
- Attendance and Holiday Records.
- Record of sick leave.
- Disciplinary Record
- Copies of any correspondence relating to grievance and/or disciplinary procedures.
- Copies of any other correspondence from and to the employee.
- Reason for leaving the Association.

The Chief Executive Officer will retain custody of all employee records and will not release details of any employee records unless required to by law.

Scouting Ireland is committed to protecting our employees’ privacy and security. The Scouting Ireland data protection policy is available on request or can be downloaded from [www.scouts.ie](http://www.scouts.ie). All manual data processed is subject to the provisions of the Data Protection Acts 1988 and 2003.