

# St Albans City Youth Football Club

## Recruitment Policy

### Purpose:

St Albans City Youth FC is a highly regarded community sports organisation, delivering “Football for All” through its highly successful boys, girls and inclusive football sections, and also through sports programmes delivered into the local community. These football and other community-based sports activities are primarily run through a large “army” of volunteers, through a number of self-employed coaches, and also through a number of employed roles within the club.

The purpose of this Recruitment Policy is to set out the principles and approach that we use when we have a need to recruit a new employee into an employed role within the organisation.

### Overriding Principle:

The club has an Equal Opportunities and Anti-Discrimination Policy, and all recruitment will always comply with the principles of that policy, namely that the club will not discriminate in any way on the grounds of age, disability, gender, religion, race or sexual orientation.

### Approach:

Every employed role vacancy will be advertised internally through the club and also externally, to ensure that we attract a diverse range of potential applicants.

Each advertised role will have a defined set of role and skill requirements, and all potential applicants will be invited to submit applications that enable them to demonstrate how they can match those requirements, or indeed, show the potential to develop into those requirements.

An interview panel will be appointed for each recruitment requirement, and this panel will in the first instance, review all the applications received and assess the individual applicants against the role and skill requirements. They will then create an applicant shortlist and invite those applicants who make the shortlist to attend an interview.

All applicants who are not invited for interview will be advised by email. Depending upon the number of applicants, it may be possible to provide feedback to unsuccessful applicants as to why they have not been invited for interview, but if there are large numbers of applicants, this may not be logistically possible.

The interview panel will also define the range of interview questions to ask the shortlisted applicants to ensure a consistency of approach. These may be both technical skill and competency-based questions.

During the interview of each of the applicants, each member of the interview panel will record the responses and their observations of each applicant. At the end of the interviews, the panel will then compare their observations and discuss the merits of each applicant against the defined role requirements criteria and determine a consensus agreement on the most suitable candidate to be offered the role.

Once a clear candidate has been identified to be offered the role, a verbal offer will be made to the candidate subject to appropriate background checks being carried out to confirm their acceptance. If they do confirm their acceptance, appropriate background checks will be made and assuming they are satisfactory, a written offer will be made.

All unsuccessful shortlisted candidates will be advised by email, and offered the opportunity to seek feedback on their interview should they wish to do so.