

REDBRIDGECVS RECRUITMENT BACKGROUND READING PACK

This pack is for reading prior to making your application.

Please ensure that you read all the information contained in it as it will assist you when completing your form.

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BACKGROUND INFORMATION

Our mission

“To promote, support and develop a strong, effective and independent voluntary and community sector in Redbridge.”

Our Aims

We plan to succeed in the RedbridgeCVS mission by working to achieve the following aims:

1. Redbridge voluntary and community sector to be strong and strategic partners when working with local statutory bodies and promoting a positive vision of Redbridge.
2. Redbridge voluntary and community sector to maintain its independence and flexibility.
3. RedbridgeCVS to be a credible and authoritative representative of the voluntary and community sector.
4. RedbridgeCVS to be able to respond to Redbridge voluntary and community sector support and development needs; enabling Redbridge’s voluntary and community sector to grow to meet local needs.
5. RedbridgeCVS to encourage, support and facilitate the development of sustainable communities.
6. RedbridgeCVS to provide sound planning for sustainability in order to continue the furtherance of our work supporting the voluntary and community sector in Redbridge. *It should be noted that these Aims are interrelated and in no particular order.*

Our Values

Our policies and practices stem from the following set of values:

- *We believe in equality of opportunity and social justice for all;*
- *We believe in the right of individuals to work collectively to participate in decision making and local action;*
- *We believe in the importance of building the capacity of local voluntary and community groups in order that they are democratic and accountable;*
- *We believe the voluntary and community sector must always be at the heart of community development and regeneration.*

RedbridgeCVS is committed to delivering services within an honest, open and welcoming environment where all service users, partners, staff and funders are treated with respect. In doing so we embrace:

Equality and diversity
Quality
Integrity
Respect
Sharing
Continuous improvement

RedbridgeCVS is committed to best practice in equalities and diversity and strives to be an equal opportunities employer.

RedbridgeCVS 	Date adopted	April 2014
RedbridgeCVS Policies & Procedures Manual	Review frequency	Two yearly
Equality & Diversity Policy	Reviewed & adopted	May 2018
	Review date	May 2020

Equality & Diversity Policy

1. Policy Statement

RedbridgeCVS is committed to promoting and valuing equality and diversity in all of our activities. We welcome and celebrate the diversity of the communities in Redbridge and are strongly committed to achieving equal opportunities and access for all people and groups in society.

Equality & diversity is the cornerstone of all of our policies and procedures. We are proud of the actions we take to eliminate discrimination and prejudice to ensure inclusion and engagement for all the people who work and volunteer with us or wish to use our services. We will continue to strive towards a culture that is diverse and which recognises and develops the potential of all our staff, trustees, volunteers and service users and we will go above and beyond the minimum legal requirements in order to achieve this.

2. Our Values

RedbridgeCVS exists to promote, support and develop a strong, effective and independent voluntary and community sector in Redbridge in order to improve the quality of life for individuals, groups and communities. This requires us to work actively towards combating the poverty and disadvantage that exclude or constrain the opportunities of many individuals, groups and communities from full participation in civil society.

We recognise the richness and creativity of a diverse society. We are committed to ensuring that no individual, group or community is disadvantaged or excluded from playing an active part in society because of their race, ethnicity, gender, gender identity, disability, sexuality, religion, age, class or geographical location.

We also recognise that inequalities exist based on the above factors and we will therefore actively work with individuals, groups or communities whose full participation in society is limited by economic, political and social disadvantage.

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3. Equality

Equality is about making sure people are treated fairly and given fair chances. Equality of opportunity is about everyone being evaluated fairly and being able to progress purely on the basis of their merit. It encompasses a range of employment legislation that has been put into place to prevent people being treated unfavourably on the basis of a range of specific factors:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

People must not be unfairly discriminated against because of any of these factors and we must all contribute to creating a positive learning and working environment where discriminatory practices and discrimination no longer happen.

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RedbridgeCVS recognises that certain individuals and groups are discriminated against and is committed to working towards eliminating all forms of discrimination through its own work and through its employment policies and practices.

4. Diversity

Diversity is about respecting and valuing all forms of difference in individuals and positively striving to meet the needs of different people. It goes beyond equal opportunities legislation, encompassing any aspect of an individual that isn't directly related to their ability to do a specific job or undertake a particular task such as:

- Approach to work
- Values
- Experience
- Family commitments
- Where someone lives

People with different backgrounds and attitudes bring fresh ideas and perceptions, and as a diverse organisation we can draw upon the widest range of experiences so that we can offer the best services possible and be a welcoming place to work.

RedbridgeCVS will actively encourage diversity to maximise achievement, creativity and good practice and to bring benefits to individuals and communities. We will encourage all people we work with, and for, to contribute to an environment in which people feel comfortable expressing how they feel and what they need, knowing they will be treated with respect and that their contribution is valued. We will endeavour to deliver services in a way that genuinely recognises the importance of an inclusive society and that brings opportunities and access, not barriers to individuals.

5. Aims and Objectives

The aims and objectives of the Equality and Diversity Policy are:

- To encourage, promote and celebrate diversity in all our activities and services
- To ensure equal access to jobs, volunteer opportunities, membership, services and activities
- To ensure compliance with legislation on discrimination and equality including the Equality Act 2010 and other relevant legislation currently in force
- To promote equal opportunities in other areas not currently covered by legislation
- To create environments free from harassment and discrimination

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- To maximise the use of resources in the best interests of staff, trustees, volunteers and service users
- To confront and challenge discrimination where and whenever it arises, whether it is between colleagues, or in any other area relating to our work
- To make a willingness to accept and implement this policy to be a necessary qualification for any position in the organisation
- To ensure, through positive action and so far as is practicable, that our premises and services are accessible to all people
- To ensure that employment and advancement within the organisation is determined by objective criteria and personal merit

6. Equality and Diversity Framework

6.1 Expectations

Responsibility for implementing and developing the policy rests with the trustees. However, we believe that all who work with or for the organisation have an individual responsibility: to accept the policy and ensure a personal involvement in its application; and to co-operate actively to ensure that the environment we desire is a reality.

RedbridgeCVS recognises that passive policies do not provide equality and encourage diversity in employment, training and services. We will seek to promote equality and diversity within the following framework.

6.2 Recruitment

- Unless exceptional circumstances apply, we will place advertisements internally and externally for staff, trustees and volunteers vacancies, using the appropriate media consistent with the equal opportunities policy.
- We will endeavour to recruit staff, trustees and volunteers, from all sections of the community.
- We will ensure that clear job descriptions and person specification information are used to select applicants, with guidance notes on how applicants might meet the criteria laid down in the person specifications, and in relation to the application form. Unnecessary job criteria will be avoided in person specifications when recruiting new employees.
- Job titles will not be sex / gender biased and will be accurate.
- All applicants will be informed of our commitment to equal opportunities and the recruitment monitoring process that will be followed.

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- Job requirements will be those that are really necessary to do the job and not a reflection of traditional practices that may be operating to the disadvantage of men or women, minorities, disabled people or younger or older people
- No age or age inference will be stated in recruitment advertising or used as a discriminator in recruitment and selection.
- Suitably trained and experienced interviewers will conduct selection interviews. We recognise the importance of ensuring that selection panels reflect the wider community.
- Interviewers will avoid questions that could be construed as discriminatory.
- Clear interview notes and records of all applicants will be maintained and kept in a secure and confidential place for a period of six months.

6.3. Induction and training

- All new staff, trustees and volunteers, will complete a planned programme of induction, which will include information on our equal opportunities and diversity policy.
- All staff, trustees and volunteers will receive training and have the same opportunities for training and development. The selection criteria for training and promotional opportunities will be examined to ensure they are not directly or indirectly discriminatory.
- We are committed to providing equal opportunities for volunteers to access training and development.
- Equal standards will be operated when undertaking performance reviews and assessments.
- Staff, trustees and volunteers are encouraged to put themselves forward for training and where appropriate, promotion.

6.4 Board of Trustees

- The Board of trustees will endeavour to ensure that its composition is as representative as possible.

6.5 Publicity and information

- In publicising our work, including all written publications, we are committed to sensitively representing and portraying the whole community, in a positive manner.
- We will work towards declaring our commitment to equal opportunities in all publications.
- All material produced by or on our behalf will be monitored to ensure that the content is consistent with this framework.
- A commitment is made to develop our publicity and information materials, to ensure they are available and accessible as widely as possible to all groups.

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6.6 Influencing others

- Staff, trustees and volunteers are expected to challenge, in an appropriate way, any discrimination they come across in their working practice.

6.7 Discrimination and harassment

- We will investigate all complaints of discrimination and harassment thoroughly, however minor they may appear to be at first sight.
- We will take disciplinary action against any employee found to have discriminated against another employee, service user, trustee or volunteer on the grounds of sex, sexual orientation, gender identity, race, religion and belief, disability, age, marital or civil partnership.
- We will take disciplinary action against any employee found to have harassed another employee, service user, trustee or volunteer on the grounds of race, nationality, ethnic or national origin, gender / sex, marital status or pregnancy, religion or belief, sexual orientation, disability, gender identity or age.

6.8 Implementation, monitoring and review

- We will continually seek the views of our service users, members and others on how we can provide a genuinely non-discriminatory service, learn from our experiences and build upon our success.

7. Related Documents

This Policy should be read alongside all other RedbridgeCVS policies and procedures.

ENTITLEMENT TO WORK IN UK

ASYLUM & IMMIGRATION ACT 1996, SECTION 8

The Asylum & Immigration Act 1996 placed responsibilities on employers to check potential employees' entitlement to work in the United Kingdom. RedbridgeCVS opposes the requirements of the Act, and is only undertaking these checks in order to avoid criminal prosecution: any information received will be treated sensitively.

In order to fulfil these new responsibilities, all new employees will need to provide a document to confirm entitlement to work in the U.K. The application form asks you to confirm if you will be able to provide such documentation, if conditionally offered employment at RedbridgeCVS. **Every applicant invited to interview will be required to complete this section of the application form.** If an applicant is not entitled to work in the U.K. it will be a criminal offence for RedbridgeCVS to offer employment to that person, so no such offer will be made.

Below are details of the documents which will be required. You must be able to produce originals of them.

Work Eligibility documents

List of documents that can be provided to prove eligibility to work in the UK

As a new/prospective employee/worker you will fall into one of two categories:

- List A - an automatic and ongoing right to work in the UK without restrictions.
- List B - you do not have an automatic right to work in the UK but have gained permission to do so subject to restrictions, i.e. for a time limited period.

LIST 'A' DOCUMENTS

You have an ongoing right to work in the UK and are therefore not subject to immigration control (e.g. European Economic Area (EEA)/Swiss nationals). If you are in this category RedbridgeCVS needs to check your documents **once** only, before you commence employment.

Documents which provide evidence for this category:

All documents must be originals

One of the following:

- A **passport** showing the holder is a **British, or UK and Colonies citizen**, having the right of abode in the UK
- A **passport** containing a certificate of entitlement to the **right of abode in the UK**
- A **passport, national ID card, UK residence permit** or other document certifying the holder as a **EEA or Swiss national**

- A **permanent UK residence permit** issued by the HO or BIA showing the holder is a **family member of a EEA or Swiss national**
- A **Biometric Immigration Document** certifying the holder has **indefinite leave** or no limit to their stay in the UK
- A **passport or other travel document** showing **exemption from immigration control**, indefinite leave to remain, right of abode in the UK or indicating no time limit on their stay in the UK

LIST 'B' DOCUMENTS

Two documents, as follows:

One of these:

- An official document containing the **permanent National Insurance number** and name of the individual (e.g. P45, P60, NI Card). Please note that a permanent National Insurance number does not start with TN.

Plus one of these:

- An **Immigration Status Document** showing **indefinite leave** to stay
- A **full* UK birth certificate**, at least one parent's name
- A **full* UK adoption certificate**, at least one adoptive parent's name
- **Channel Islands, Isle of Man or Ireland birth certificate** ➤ **Channel Islands, Isle of Man or Ireland adoption certificate** ➤ **Certificate of registration or naturalisation** as British citizen
- **Letter from HO or UKBA** certifying indefinite leave to stay

* A short birth or short adoption certificate is not acceptable. To obtain full certificates, see the General Register Office website at http://www.gro.gov.uk/gro/content/order_certificates/obtain_certificates/index.asp

If you have different surnames on documents you must also provide proof of name change, i.e. a marriage certificate.