

BRT Trustee recruitment & Selection Policy



Policy aims

Bawdsey Radar Trust (BRT) aims are to attract, assess and appoint the best candidates for the trustee roles, to promote equality of opportunity and to build an effective and diverse board to achieve the objectives of the Trust.

When a need has been identified to recruit trustees the Chair will manage the process and the recruitment panel.

Equal opportunities

BRT seek to encourage applications from all sections of the community. Person specifications and role descriptions will be drawn up to ensure that they do not discriminate on any grounds other than the ability to fulfil that role.

Person specification

The person specification is a statement of the specific skills, knowledge, experience and attributes required to undertake the tasks involved in the role. It will be used as a basis for selecting candidates to be shortlisted and for decision-making during the interview itself by providing appropriate criteria.

Trustee role description

The role description sets out the responsibilities, accountabilities and scope of the role and itemises some of its main tasks.

Advertising the vacancy

All trustee positions will be advertised publicly. The advert will be designed and placed to attract as wide a group of suitable applicants as possible. Care will be taken to ensure the language used does not discriminate unintentionally.

The advert should include:

- The name of the organisation
- Role title
- Salary details (if for a paid post)
- Brief outline of duties and requirements
- Method of application
- Closing date, interview date (where appropriate)

BRT will also make provision for the role information to be available in accessible formats, if required.

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Trustee information pack

The following documents will be available for applicants:

- covering letter/email, including named person who can answer queries about the recruitment process
- a copy of the latest accounts
- a copy of the charity's governing document
- a trustee role description
- background information about BRT

Dealing with applications

All applications will be treated as confidential. All applicants will be kept informed of any significant changes to the recruitment schedule.

A recruitment panel will be convened comprising the Chair, at least one other trustee and whenever possible, an associate of BRT who is independent and able to take part in the interviews.

Members of the panel are obliged to declare an interest to the Chair if they do business with, are related to or are a close friend or partner of any of the applicants. The Chair of the panel will decide whether the panel member should withdraw or continue to be involved in the selection process.

Shortlisting

All applications received before the closing date will be considered.

An applicant's disability will not disqualify nor adversely affect the candidate's chances of being shortlisted or offered the post.

Each candidate's ability to meet the requirements of the role should be assessed using a simple scoring system.

Candidates shortlisted for interview will be notified in good time and will be asked if they have any special requirements for interview.

The interview

The recruitment panel will conduct the interview to assess the applicant's suitability for the role. All candidates will be asked the same initial questions and allocated the same amount of time for their interview. Different supplementary or probing questions can be asked as appropriate depending on the response of the candidate to the initial question. Candidates may also be asked specifically about a matter arising from their application, e.g. unexplained gaps.

Any test will be relevant to the role description and justifiable against the criteria in the person specification.

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Making the decision

A simple scoring system should be used to establish how well each candidate meets the requirements of the role. The interview panel should complete their assessments before any discussion/comparison of candidates is made.

Any shortlisting and interview notes should be kept for 1 year as they may need to be referred to if the panel's decision is challenged. An industrial tribunal will request that all notes of all panel members are submitted to support any decision that was made.

As well as letting the unsuccessful, short-listed, candidates know that they have not been successful, consideration should be given to feedback their strengths and weaknesses as appropriate.

The panel will aim to notify the successful candidate, usually by telephone, at the earliest opportunity stating that the appointment is subject to satisfactory references and confirmation at the next trustee meeting.

References

The applicant will be asked to declare any conflicts of interest and will be required to provide two references. Referees for the individual will normally be contacted in writing after the successful candidate has given their permission for BRT to contact those people.

The applicant will be required to sign a declaration that they are not disqualified from being a trustee as per section 72 (1) of The Charities Act 1993.

Induction

A induction programme for the first 3 months will ensure that new trustees are inducted by the Chair to ensure that the individual becomes familiar with all the relevant information.