

Policy Name: Recruitment & Selection Policy

Policy Owner: CEO

Policy Scope: Entire Organisation

Stakeholders: All Staff

Responsibility: Managers, Co-ordinators, Team Leaders

1. Policy:

Manningham YMCA is committed to attracting, developing and retaining, highly competent employees and volunteers who are committed to providing professional, safe and enjoyable services to people of all ages. This policy is designed to ensure an efficient and effective recruitment and selection process with flexibility to meet the needs of the organisation and individual business units, while at the same time ensuring a transparent and fair process for all.

2. Objectives

To facilitate this, Manningham YMCA aims to:

- Attract high quality candidates
- Offer development opportunities to existing employees
- Have a procedurally fair and transparent recruitment and selection process
- Compliance with relevant legislation
- Employ people committed to our mission, skilled in their area of contribution and reflective of the communities we serve

3. Principles

3.1 Recruitment and Selection Principles

In order to meet our aim to transparently and fairly attract, retain and develop highly competent employees and volunteers, MYMCA Managers and Supervisors will ensure that:

- All positions are advertised for a minimum of 10 days;
- Subject to the exceptions outlined in the Recruitment and Selection Procedure, all positions are advertised internally as a minimum, and all Team Leader and above positions are advertised internally and externally;
- The selection panel is gender balanced where possible and any actual or potential conflicts of interests are declared;
- A minimum of one face-to-face interview is included as part of the candidate assessment process. In exceptional circumstances where the candidate is unable to attend a face-to-face interview, Skype or like mediums may be used as an alternative;
- MYMCA will verify the identity of new candidates at interview by sighting the original copies of their personal identification documentation and confirm that they are eligible to work in Australia;
- A minimum of three professional reference checks are obtained; and
- All employees are assessed for their suitability to work with children and young people.

3.2 National Criminal History Record Check Principles

Manningham YMCA is committed to keeping our staff, patrons, clients, and members of the public safe by undergoing thorough pre-employment screening in the form of National Criminal History Record Checks (NCHRC).

In order to achieve this, Manningham YMCA Managers will ensure that all new employee, volunteer, and student appointments to Manningham YMCA undergo a NCHRC before commencing work. A previous NCHRC will not be relied upon for this purpose. Any re-checking of a NCHRC is performed at the discretion of Manningham YMCA, noting, however, that any staff changing position within the organisation will be required to undergo a NCHRC if 12 months has elapsed since their most recent NCHRC.

3.3 Safeguarding Children and Young People Principles

Manningham YMCA is committed to protecting children and young people from all forms of abuse or harm and takes proactive responsibility to ensure that all Manningham YMCA Personnel are suitable and appropriate to work with children and young people.

As part of our Safeguarding Children and Young People strategies, all Manningham YMCA staff and volunteers are required to have a current Victorian Working with Children Check with the limited exceptions of:

- Visiting workers who do not ordinarily reside and perform child-related work in Victoria
- Micro volunteers who do not have unsupervised contact with children or young people during their employment
- Volunteers aged under 18 years

3.4 Exceptions

Any exceptions to this policy must be submitted to the CEO for approval.

Date policy implemented: 6/12/11

Revised date of policy: 6/10/15

Review date of policy: 6/10/16