



Amigos Recruitment Policy

This policy applies to all employees at Amigos and forms part of the contract of employment that applies to all Amigos staff.

Introduction

The purpose of this policy is to facilitate the recruitment of individuals who match the specifications of Amigos vacancies, in a way which is fair, cost-effective and reflects Amigos' commitment to equality, diversity and safeguarding.

Amigos is committed to protecting the privacy and security of your personal information.

Our People Privacy Notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation 2016/679 (GDPR). If you require further details as to how your personal data is processed, we ask that you refer to this document, which is incorporated into this policy by reference.

Principles

Vacancies should be filled via a competitive selection process, using fair and robust job-related criteria.

Recruitment and selection processes should be accessible to all, in line with Amigos' commitment to provide reasonable adjustments for candidates with disabilities.

Hiring managers must undertake appropriate training prior to involvement in recruitment and selection, as advised by the HR Business Partner assigned to that division.

Interviewers must have relevant experience and knowledge of current safeguarding practices.

Amigos has a zero tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives or partners.

Recruitment to all jobs at Amigos UK includes, in particular, criminal record checks and the collection of relevant references. Throughout their employment, staff are inducted, trained and assessed around safeguarding policies and procedures.

Safeguarding our beneficiaries is our top priority in everything we do and whenever concerns are raised about our work or representatives, we investigate them honestly, fairly, robustly and swiftly.

In order to reduce the risk of damaging the integrity and reputation of Amigos UK and risks to our donors, partners, country offices, and to vulnerable adults and children, Amigos requires all current and prospective staff to undertake a basic disclosure check.

If a different level of criminal record check, or no criminal record check, is required, staff members will be informed individually.

Offers of employment are subject to satisfactory Disclosure and Barring Service (DBS) checks or membership of the Protecting Vulnerable Groups (PVG) scheme.

The offer of employment must comply with Amigos' compliance policies (e.g. evidence of eligibility to work in the UK, two satisfactory external references who have knowledge of the candidate's experience and suitability to work with children, where relevant). For some roles, the offer is subject to a check of essential qualifications.

Background checks must be carried out for all prospective employees.

Advertising vacancies

All continuing vacancies, plus vacancies of three months or more, should be advertised internally.

A vacancy may be advertised to a restricted distribution in areas which are undergoing a restructuring process or an internal reorganisation in which headcount increases are prohibited.

Applications

Amigos' employees (i.e. those engaged on continuing or fixed term contracts of employment) are eligible to apply for any vacancy without prejudicing their current position.

Employees must seek the approval of their manager before applying for an attachment.

Shortlisting, selection and assessment

All possible steps should be taken to make the process as fair as possible and to counter or remove any bias.

Progress through each stage of selection will be determined by the extent to which a candidate's skills, knowledge and experience match the requirements of the role.

Evidence may be gathered in a variety of ways e.g. from application form, CV or formal assessment process. At least one stage of any selection process should involve an interview.

Start date

The start date should be as soon as practically possible (normally within a maximum period of 8 weeks from acceptance of offer).

Probationary periods of employment will ensure suitability once candidate is in post.

Appointments without competition

In certain circumstances, it may be appropriate or practical to fill a vacancy without a competitive selection process. The rationale for doing so should include an assessment of the potential impact, and approval sought in advance from the manager of that division.

Reviewed March 2022

Next Review March 2025