



## SUTTON DINGHY CLUB – RECRUITMENT POLICY

### **Statement of Intent**

It is the intention of Sutton Dinghy Club to do all in its power to provide the safest and most enjoyable environment possible for young people to learn the sport of Sailing. In order to help us achieve this, the following Sailing Instructor recruitment policy will be followed in all cases.

The Committee of Sutton Dinghy Club is committed to ensuring that the recruitment and selection of all employees will be fair, open and transparent and will comply with all relevant legislation.

Personal information received is dealt with in the strictest confidence.

Applicants will not be excluded from being considered for a position based on their background, culture, religion, gender or economic circumstances.

Positions will be offered based on competency, qualification and enthusiasm for the position.

### **Recruitment Process and Procedures**

The following activities will be carried out in conjunction with the Sailing Centre Principal.

#### Job Description

Once a vacancy occurs a detailed job description is prepared and is available to all applicants. The job description includes:

- Job title
- Location of the position
- Who the employee will report to
- Overall purpose of the job
- Key area of work
- Details of specific duties and responsibilities
- Hours of work
- Other required attributes including experience, skills, qualifications etc.

#### Advertising

All posts are publicly advertised on Club and ISA websites and clearly state that Sutton Dinghy Club is an equal opportunities employer. All advertisements (should ) include the following:

- Name and role of the organisation
- Job title
- Brief description of the job
- Location of position
- Qualifications and experience which are essential and which are desirable
- Whether the position is full time or part time, temporary or permanent
- How to apply
- How to get further information
- Closing date and time for application

#### The Application

All applicants are sent the job description together with the application form. All applicants are required to complete a Garda Vetting Request form.

Completed application forms will be dated on receipt.

### Shortlisting Process

A selection panel under auspices of the Sailing Committee will be set up to review all selected applications.

Selection criteria is based on the information supplied in the job description and job advertisement and should be agreed before any applications are examined.

All applicants who meet the selection criteria are invited to attend for interview.

A letter/email of regret is sent to all applicants who do not meet the selection criteria.

A brief report of short listing and selection process is completed and made available for Sailing Committee.

### Interview

A selection panel, under the auspices of the Sailing Committee will interview all selected applicants.

The selection panel should consist of a min. 2 people and will include the Sailing Centre Principal and at least one of the following:

- Club Sailing Secretary
- Commodore
- Junior Affairs Officer

The interview, at minimum, must cover the following:

- The job roles and responsibilities.
- The Club's aims and objectives.
- Confirm and validate relevant references, qualifications and required certifications including safety, first-aid, powerboat training etc.
- Detailed discussion about previous experience and qualifications with particular emphasis on candidates ability to:
  - handle emergency incidents
  - develop and execute daily training plans
  - communicate with fellow employees, parents and trainees
- Outline of the Policies and Procedures with particular reference to Code of Ethics in Sport and the Clubs's Safety Policy.

### Selection Process

The position is offered to the candidate with the highest mark on the score sheet, after 2 x references have been checked.

If the candidate was previously employed, a reference is always sought from the current or most recent employer.

Both referees are contacted verbally by telephone and this is followed up with a written reference.

In the event that 2 or more candidates are tied the Sailing Centre Principal will make final decision for selection.

The person who comes second in selection process is held in reserve provided she/he meets the criteria.

The successful candidate is officially notified in writing having first been contacted by telephone.

The candidate must confirm acceptance of the position in writing/email within one week of confirmation.

Letters of regret are sent to all unsuccessful candidates once the post has been accepted and where possible within 1 month of the interviews being held.

### Induction

An induction meeting and presentation will be provided for all successful applicants by the Sailing Centre Principal with assistance of a member of the Sailing or General Committee and will provide all employees with:

- An introduction to the Sailing Centre Principal, Senior Sailing Instructor and other Instructors.
- More detailed information on Sutton Dinghy Club, the Sailing Centre and its facilities.
- Outline of the Club's vision and objectives and role the Sailing Centre plays in meeting those objectives.
- Introduction to the Clubs Policies and Procedures and in particular employees responsibilities and obligations in regard to the Code of Ethics in Sport, Club's Code of Conduct and Safety Policies.

### **Exit Process**

Feedback from employees whether full-time, short-term or temporary is a vital element to helping Sutton Dinghy Club improve its recruitment process and procedures. To this end Sutton Dinghy Club may request an Exit Interview with employees on leaving the employment of the Club irrespective of the circumstances.

It is important that all prospective employees are notified of this during the recruitment process and ideally during the interview stage.

Signed on behalf of the General Committee:

### **Commodore:**

Andrew Johnston (February 2013)

A handwritten signature in red ink that reads "Andrew Johnston". The signature is written in a cursive style with a large, looping 'A' and 'J'.