

# Hiring Staff

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# Recruiting Staff



- Why are staff needed?
  - Able to expand your work, grow your charity
  - Impact more people
  - Reduce the workload for founders/trustees
- Why is it important to get right?
  - Staff will become the face of the charity
  - Hiring staff can be expensive

# Recruiting Staff



- Is it ethical to pay staff in your charity?
  - There are no laws against charities employing paid staff
  - However in small charities, funds can be small
- However for the best people and the best skills, you will need to hire and pay staff.

# Recruiting Staff



- 1) The Job Description
- 2) Where To Advertise
- 3) How To Interview
- 4) Preparation Before First Day
- 5) Developing Your Staff and Team



# The Job Description

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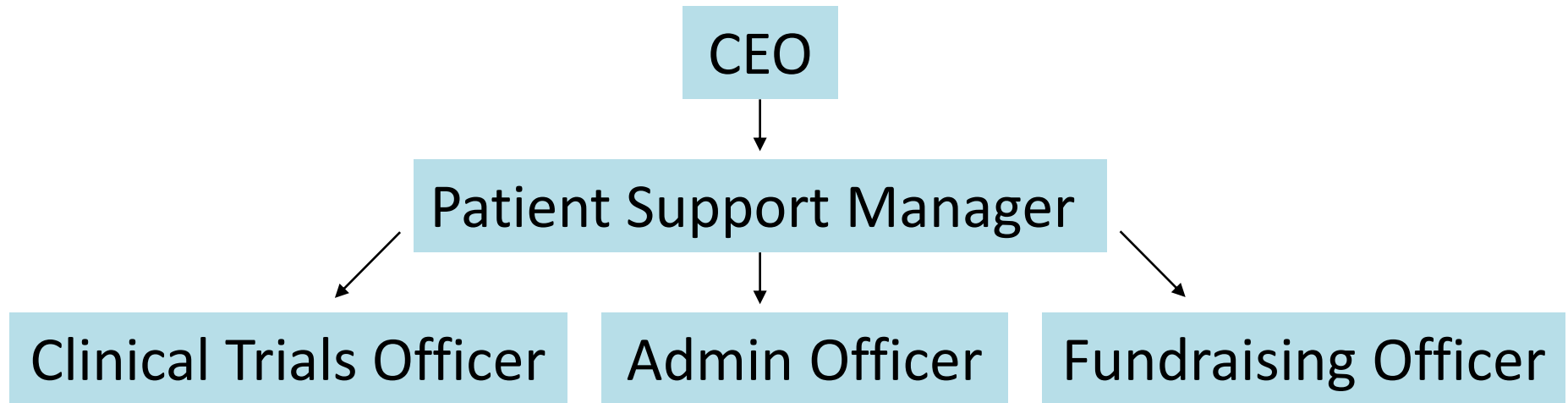
- Identify the need for the role
  - What will they do?
  - How will the new role fit in with existing roles?

**Patient Support**

**Communications**

**Fundraising**

# The Job Description



**Patient Support**

**Communications**

**Fundraising**

# The Job Description

- Budget
  - What salary is appropriate?
  - Will it be funded from reserves, or by a project?
  - Will it be a permanent position?
  - Include pension contribution, national insurance, legal (contracts, background checks), training budget, travel budget, rent and equipment, etc.



# The Job Description

## Charity Officer – AKU Society

Salary:	£XX,000
Status:	Full-time or Part-time
Reports to:	Charity Manager
Supervises:	Charity volunteer
Based:	Cambridge, with willingness to travel within UK frequently
Hours:	37.5/week
Start date:	01 June 2016

## About the AKU Society

Description of the charity

## About this position

Description of the position

## Key Activities

- List of responsibilities

## Benefits of working at the AKU Society

Pensions, annual leave, training, etc.

## Person Specification – qualifications/knowledge/experience

### Essential

- Essential experience

### Desirable

- Desirable experience

*Example of AKU Society  
Job Description*



# Where To Advertise

# Where To Advertise



- Always give application information
  - Who to contact within organisation
  - What to send (covering letter, CV, portfolio, etc)
- Set a deadline date
  - Usually advertise for 2-3 weeks
  - Could be based on project start date, or staff leaving date

# Where To Advertise

- Advertising for staff and voluntary positions
  - Charity Jobs (£225)
  - University Careers Service
  - Social media (twitter, facebook)
  - Existing networks
  - Local Voluntary Services
  - StudentHubs
  
  - Avoid agencies

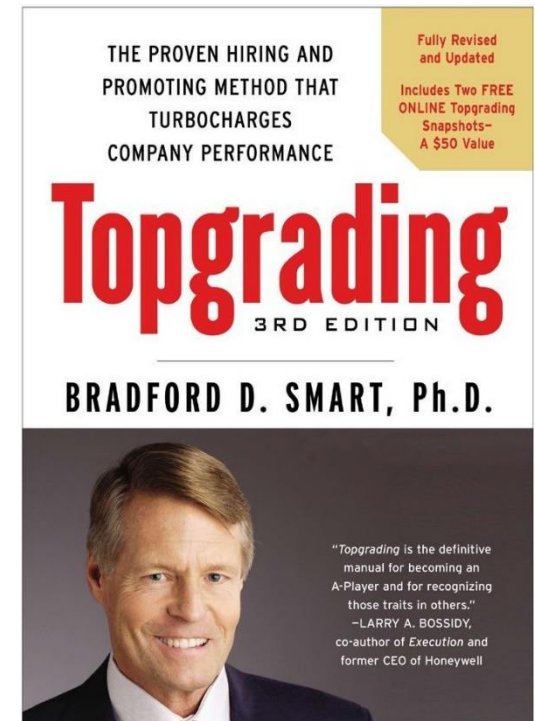


# How To Interview

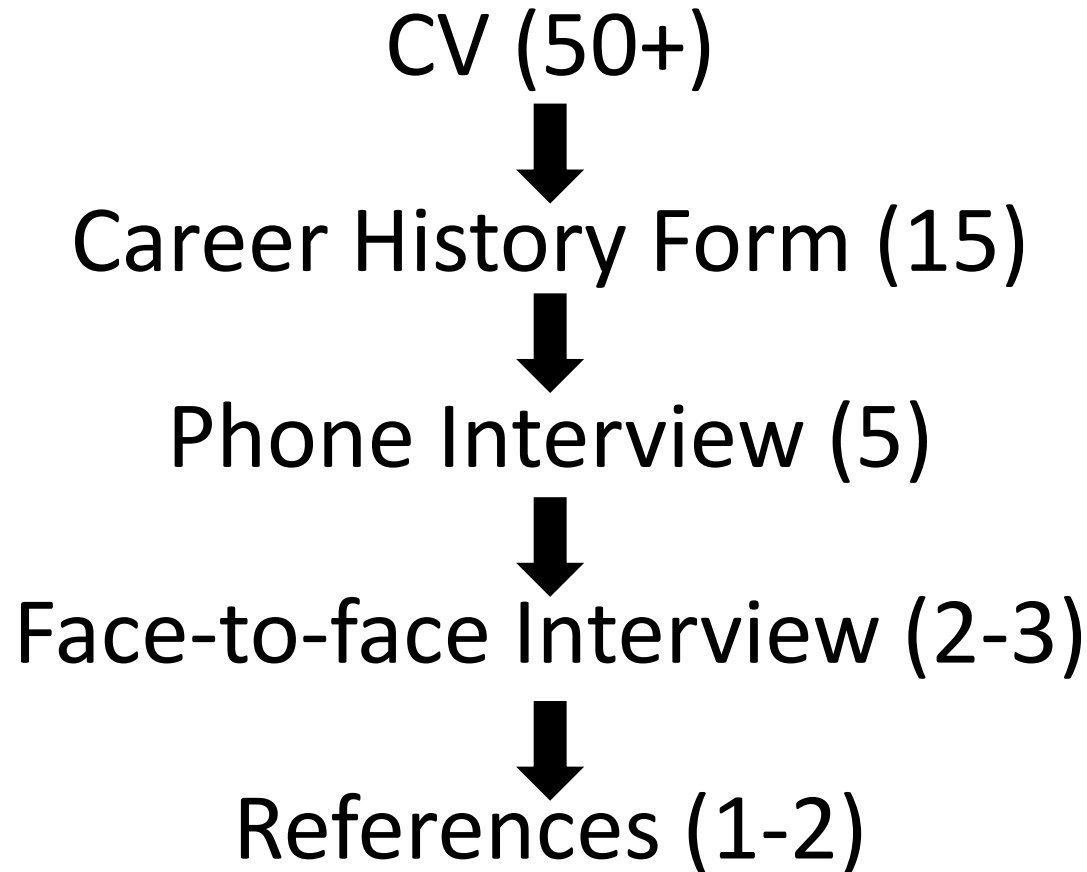
# How To Interview

- AKU Society uses TopGrading
  - Assumes CVs are mostly promotional and not a good method for comparison
  - Long screening process
  - Looking for track record of success

“Topgrading” by Bradford D Smart



# How To Interview



# How To Interview

## 1) Business Experience

Name and contact information

Salary & Supervisor

How do you rate your performance (Poor to Excellent)

What did you like most about this job?

What did you like least about this job?

What were your reasons for leaving this job?

## 2) Gaps in Your Career History

List any gaps (with dates)

Nature of gap

## 3) Education

Name of school, college, university

Qualifications gained

What were your studies habit like?

What did you like most?

What did you like least?

*Example of AKU Society  
Career History Form*



# How To Interview



- Why this role in particular?
  - What attracted you to this role?
  - What do you hope you achieve?
  - What are your concerns?
  - What do you think will be the pros and cons of joining this organisation?

# How To Interview



- Always trust your doubts
  - Record but ignore the good points
  - Listen out for anything that concerns you
  - Investigate any doubts
  - It's the candidates job to convince you!

# How To Interview



- References
  - Aim for three to four references
  - Three from the most relevant careers
  - One that is more personal
  - Also give references on the organisation



# Preparation Before First Day

# Preparation Before First Day

- Legal
  - Contracts of Employment
  - DBS checks
  - Pension contributions
- Other resources
  - Staff Handbook
  - Equipment, office space, badges, etc.

# Preparation Before First Day

- Integration
  - Background information (on the charity, and the disease)
  - Links to relevant people (staff, trustees, members)
  - Connections with other charities (memberships, events, training etc.)



# Developing Your Staff and Team

# Development Your Staff and Team

- Adapting to the new role
  - For the person and the organisation
- Supervision of staff
  - Set defined line manager
  - Annual leave, TOIL etc.
  - Regular meetings; monthly and annual goals



# Development Your Staff and Team

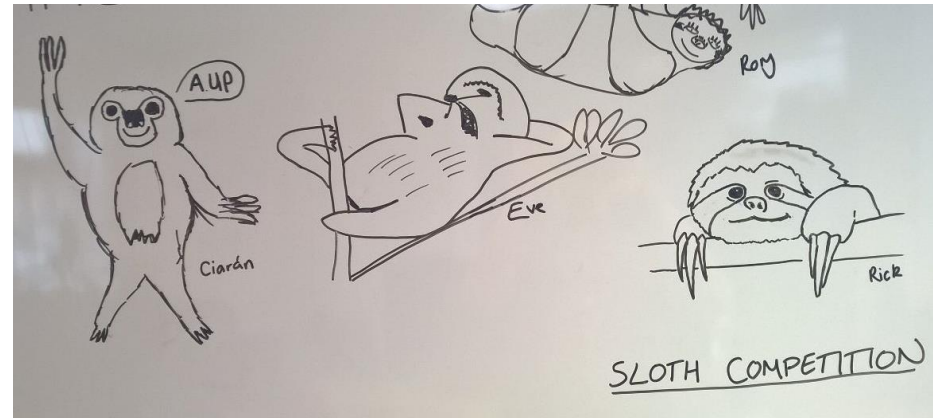
- Training:

Free	Low-cost (under £100)	High-cost (over £100)
Findacure	Foundation for Social Improvement	Association of Medical Research Charities
	Small Charities Coalition	Directory of Social Change
		Media Trust
		Institute of Fundraising

- Connect with other Charities

# Development Your Staff and Team

- Team Building
  - Essential to ensure your team works together
  - New position or replacing staff?
  - Examples (drawing competition, baking Monday, Ghost tour, etc.)



# Other Resources

- VolResource checklists:
  - Policies to include in staff contracts (<http://vr.volresource.org.uk/org/policieschecklist/>)
  - Creating appraisal documents (<http://vr.volresource.org.uk/people/appraisal-form/>)
- NCVO how-to guides:
  - Volunteering (<https://www.ncvo.org.uk/practical-support/volunteering>)
  - Workforce (<https://www.ncvo.org.uk/practical-support/workforce>)



# Thank you!

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AKU

+ Alkaptonuria Society →

[www.akusociety.org](http://www.akusociety.org)