

Ivy House Community Pub Recruitment Policy

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Version	1

Introduction

Ivy House Community Pub Limited is a Community Benefit Society (CBS) registered with the Financial Conduct Authority (FCA) under the Co-operative and Community Societies Act 2014.

The pub employs paid staff. The Society is the employer, with the Management Committee carrying out this function day-to-day on members' behalf.

Our workforce is critical to the success of the Ivy House as a community pub. It is therefore essential that the best candidates are appointed to our roles and that recruitment is conducted in a professional, fair and transparent way.

The Management Committee recognises the importance of clear recruitment and HR practices in maintaining the trust and confidence of staff, applicants, stakeholders and the local community.

The hospitality industry requires some flexibility in resourcing and the Management Committee will have regard to day-to-day business needs when making recruitment decisions.

Role descriptions

A clear role description will be made available for each recruitment. This will include:

- Role title
- Outline of the role and key responsibilities
- Person specification with Essential and Desirable attributes
- Brief context about the Ivy House
- Contact details for applying for the position

Advertising

As a matter of course, roles will be advertised externally to ensure a wide field of applicants with the appropriate skills and experience.

All existing staff, including temporary staff, are eligible to apply in the normal way. Staff will be notified and invited to apply when roles are advertised.

The Society may, at its discretion, advertise roles internally before moving to external recruitment, should this be strategically desirable.

Given the competitive and fast-moving nature of the hospitality sector, the Society may decide to consider and respond to applications as they are submitted, rather than specifying a closing date and considering all candidates at the end of the application window.

Sifting

A recruitment panel will sift applications to make an initial assessment of candidates' suitability for the role. A consistent assessment will be made of how well each application meets the criteria set out in the role description and person specification.

Suitable candidates will be invited to interview, usually by email.

Unsuccessful candidates will be notified by email.

Interviews

Interviews will be conducted by the recruitment panel undertaking the initial sift of applications.

Candidates will be assessed on a competency basis, with consistent scoring against the key aspects of the role. Candidates will be asked to provide clear evidence to demonstrate how they meet the criteria in each case. If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine objective requirements of the role.

For the General Manager, the recruitment panel will consist of members of the Management Committee.

For senior management roles, the recruitment panel will consist of Management Committee members and staff members at an appropriate level.

For bar and kitchen staff, recruitment will generally be led by the General Manager or Head Chef as appropriate. A member of the Management Committee will join the interview where possible.

The Society may involve external parties in the selection process if their skills and experience are needed.

References

Wherever possible, references will be taken up prior to making an offer of employment. Candidates will be asked at interview whether referees may be contacted. If one referee is the current employer, the candidate should supply at least two alternative referees.

Temporary appointments

The Society may, at its discretion, appoint an existing member of staff on a temporary basis when required for operational reasons. Temporary appointments offer staff the opportunity for professional and personal development, with the appropriate level of oversight from a line manager to support them in their role.

Professional advice

From time to time the Management Committee may seek professional advice to support a particular recruitment, for example in a specialist sector or when the needs of the business require it.

Conflicts of interest

Should a candidate be known to a member of staff or the Management Committee as a family member or friend, the recruitment panel will be selected accordingly.

Equal opportunities

Ivy House Community Pub is an equal opportunities employer. We welcome applicants from all backgrounds and are committed to employing staff on the basis of their skills, abilities and suitability for the role, regardless of age, sex, gender reassignment, sexual orientation, marital or civil partnership status, pregnancy or maternity, race, religion, belief, or disability.

Right to work in the UK

The Society will only employ workers who are legally entitled to work in the United Kingdom. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by reviewing appropriate immigration documents or by accessing an online right to work check.

Records

The Society will retain, for at least one year, all records arising through the recruitment process in compliance with the legitimate basis of consent, legal obligation and legitimate interest.