

July 2022



**Preston North End Football Club
Recruitment and Selection Policy**

Contents

Purpose	P.3
Scope	P.3
Policy Statement	P.3
Responsibilities	P.3&4
Job Description and Person Specification	P.4
Advertising a Vacancy	P.4&5
Applications and Shortlisting	P.5
Interviews and Selection	P.5
Appointing new employees	P.5
Equal opportunities	P.5&6
Discrimination	P.6
EFL Regulations on BAME Managers and Coaches	P.6&7
Other policies	P.7
Data Protection/Confidentiality	P.7
Complaints	P.7
Queries	P.7
Safeguarding Statement	P.8
Appendix One	P.9
Appendix Two	P.10

Document Verification

Report Reference: Recruitment and Selection Policy

Issue: 4

Date: March 2022

Revision	Date	Description	Prepared	Approved by the Board	Review Date
1	January 2021	Recruitment and Selection Policy	ZH	N/A	January 2022
2	March 2021	Recruitment and Selection Policy	ZH	N/A	March 2022
3	February 2022	Recruitment and Selection Policy	ZH	February 2022	February 2023
4	April 2022	Recruitment and Selection Policy	ZH	July 2022	July 2023

1. Purpose

Preston North End Football Club (this incorporates the Academy and Preston North End Community & Education Trust) and will be referred to throughout the document as 'the Club'.

The purpose of Preston North End Football Club recruitment and selection policy is to ensure:

- a professional and consistent approach to recruitment and selection;
- adherence to Preston North End FC's Equality and Diversity Policy and related policies;
- that members of staff are recruited on the basis of their ability; and
- managers are able to attract and recruit high calibre staff.

2. Scope

This policy applies to all internal and external applicants for Preston North End FC jobs.

3. Policy Statement

- To constantly improve our performance as an organisation. In order to do so, we need to recruit from the widest possible pool of talent.
- The Club aims to attract and recruit applicants with diverse backgrounds, skills and abilities, who will enhance the quality of service and contribute to The Club's success.
- The Club is committed to providing opportunities for development and career progression to current employees. This means that the Club will normally advertise vacancies both internally and externally. However, in exceptional circumstances and on rare occasions, there may be a strong business case for making appointments without advertising the opportunity.

In order to achieve these objectives, The Club will:

- ensure that managers consider the extent to which vacant posts could lend themselves to flexible working (e.g. job sharing) to attract a wider range of candidates;
- endeavour to reach traditionally under-represented groups and ensure that discrimination does not take place at either the attraction or selection stage;
- ensure that, where a vacancy exists, posts are normally advertised externally, unless exceptional circumstances exist;
- ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice;
- ensure that the administration of the selection process is user friendly and carried out to the highest professional standard.

3. Responsibilities

Please refer to Appendices One & Two which set out the recruitment process.

Identification of a Recruitment Need

If an established post becomes vacant or a new position of any nature is proposed, the line manager/hiring manager, should advise the Business Operations and HR Manager Approval for recruitment will be sought from the board of directors and, if applicable, other governance controls will be observed before recruitment commences.

When approval has been granted, consideration should be given to whether the main accountabilities of the role could be satisfactorily met on a part-time or job-sharing basis.

4. Job Description and Person Specification

A job description is a key document in the recruitment process and must be finalised prior to taking any further steps in the process. In instances of a new role or material changes to an existing role, the Business Operations and HR Manager will support the manager in drafting this document.

Within the job description, there will be a section dedicated to the person specification, which outlines the essential and desirable criteria (including qualifications, experience, knowledge, skills and expertise required to perform the job). The detail set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.

5. Advertising the Vacancy

Internal methods

The Club may use a number of internal advertising methods such as email, notice boards and communication from the departmental manager.

Where exceptional circumstances apply may, in consultation with the Business Operations and HR Manager may take a decision not to advertise a role internally. Every effort will be made to explain the reason for the decision to the relevant team as soon as possible after the appointment is confirmed.

External methods

The Club may use a number of options to generate interest from individuals outside the organisation, including placing advertisements on online jobs boards, indeed.co.uk in newspapers and on the Club's website and Club social media pages.

Irrespective of the medium used, all advertisements need to be designed and presented effectively to ensure that the widest ranges of high-calibre candidates are attracted. Advertisements must be non-discriminatory and include The Club's safeguarding and diversity statement.

All advertisements will include;

- Job Title
- Salary expectation
- Work place location
- Contractual status
- Job reference
- Closing date
- Details of how to apply
- Overview of the person specification
- Hours of work

- Responsibilities
- Duties and Responsibility
- Person Specification including Essential and Desirable Qualifications and Experience.
- Safeguarding and Equality statement.
- Interview dates.

8. Applications and Shortlisting

The Club will only accept a completed application form in full as part of the recruitment process. Applicants are able to accompany this with a Curriculum Vitae if they wish but it will not be acceptable on its own. In some instances, The Club may ask applicants to submit further information to demonstrate their suitability for the role (e.g. how they meet the advertised criteria in a cover letter). The panel must treat applications confidentially and ensure they are assessed consistently against the criteria. The panel is also responsible for recording the reasons why candidates are shortlisted or not shortlisted.

9. Interviews and Selection

Once the candidate has been successfully assessed by the Business Operations and HR Manager and the departmental manager, they will be invited to attend an interview with a panel as a minimum requirement. There may also be the requirement for candidates to attend a second interview with a member of the senior management team.

The panel will ensure candidates are assessed consistently against the criteria and the reasons for selection and non-selection must be recorded.

10. Appointing new employees

The Business Operations and HR Manager will normally make the offer of appointment to the preferred candidate(s) directly and this is subject to a satisfactory DBS check if required and at least two references which must cover a period of five years previous working or study history.

Upon acceptance, the Business Operations and HR Manager will draw up an Offer of Employment and Contract of Employment which is checked by the departmental manager before it is posted to the successful candidate. This is followed up with confirmation of a start date and documented. A personnel folder is then generated which consists of;

- Identification and verification,
- At least two satisfactory written reference contact details from previous and current employers, (University, College or School),
- Employee Information document,
- Disclosure and Barring Service (DBS) checks to be carried out if required,
- confirmation of original educational and/or qualifications, and confirmation of right to work in UK).
- These requirements must be completed before the new employee takes up post. If for any reason they are not, continued employment will be subject to their satisfactory completion.
- All new employees will receive an induction including all Safeguarding policies and procedures, to read, sign and keep a copy for future references should they need it.

11. Equal Opportunities

The Business Operations and HR Manager will maintain records of successful and unsuccessful candidates in order to monitor progress of equality of opportunity for a period of six months in line with GDPR policy. A review of progress will be carried out on an annual basis and the results will be shared with the board of directors.

All applicants are asked to complete an Equal Opportunities Monitoring Form at the application process for a vacant position, this is to be returned in a sealed envelope separately to the application form so that it remains anonymous.

The following fields of information are removed from our application form in order to ensure the Club considers application solely on the basis of merit and to avoid any discrimination;

- Age
- Gender
- Marital Status
- Disability
- Sexual Orientation
- Religion/Belief
- Ethnicity

12. Discrimination

Throughout the whole recruitment process, it is vital to avoid discrimination as this can give rise to a claim. Under employment law an employer **must not** discriminate on the basis of the protected characteristics of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion and belief, sex and sexual orientation, collectively known as 'protected characteristics' or previous criminal convictions (except for posts exempt under the Rehabilitation of Offenders Act).

- The Club will also not discriminate either directly or indirectly, on the grounds of politics, official trade union activity or any grounds that are not justifiable at any stage of the recruitment and selection process or during employment.
- Please refer to the Equality and Diversity Policy for an explanation of the various types of discrimination.

13. EFL Regulations on BAME Managers and Coaches, Appendix 3

The EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require Preston North End FC to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.

Any positions that are advertised for one of these roles will require a dedicated application form which includes the following additional fields to be completed by the applicant;

Do you consider your ethnicity to fall within one of the following definitions?

- Black
- Asian
- Other Minority Ethnic (i.e. from any other ethnic group that is not 'white British')
- YES/NO (please indicate)

Job Advertisements

The closing date must be no sooner than 7 days and along with advertising the role via the Club's usual methods, the role must also be advertised with the EFL, send to: YDjobs@EFL.com the information provided will be held centrally for recording and monitoring purposes.

Shortlisting

At least one individual who has confirmed that they consider themselves to be a Minority Candidate (as defined above) must be shortlisted for interview, but only if they hold appropriate qualifications required under the Youth Development Rules.

In instances where there are no BAME candidates apply for the role or, none of those that apply hold the necessary qualifications, it is not necessary to shortlist a BAME candidate.

14. Other policies

Managers should also be aware of the following policies, which have relevance when recruiting employees:

- Equality and Diversity Policy,
- Equal Opportunities Policy.

15. Data Protection/Confidentiality

The Club will keep all candidate information confidential, gathered through recruitment campaigns and will fulfil the requirements of the Club's GDPR policy.

16. Complaints

- The Business Operations and HR Manager will review any complaints made on the grounds of discrimination.
- Complaints from external candidates will be investigated by the Business Operations and HR Manager or, if more appropriate, a Legal Director and responded to within 14 days. Complaints from internal candidates will normally be processed in the same way.
- Any acts of discrimination and/or abuse of the recruitment process by The Club's employees may be treated as a disciplinary offence, which will be considered under the Disciplinary Procedure and could result in dismissal.

17. Queries

Any queries relating to this policy should be addressed to the Business Operations and HR Manager.

Zoë Hall

Business Operations and HR Manager

Tel: 01772 693313

Email: zoe@pne.com

18. Safeguarding Statement

Preston North End FC is committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse this commitment. This shall include safeguarding against exposure to extremism, extremist views and material and direct or indirect radicalisation. You will be required to provide details of references for the previous five years working history.

Appendix One

Responsibilities of departmental managers and the Business Operations and HR Manager.

Campaign Planning:

- Discuss the campaign timetable, sign off job descriptions and agree any particular requirements ahead of publishing.
- Review progress throughout advertisement window.

Monitor Interview:

- Schedule interview dates.
- Review candidate information.
- Agree questions in advance of the interview process.
- Conduct interview(s).
- Agree a timeframe for review to the candidates.
- Debrief interview and agree feedback points for each candidate.

Candidate Offer:

- Candidates who are successful at the interview stage will be verbally offered the role by the Business Operations and HR Manager whom will discuss any terms and proposed start date with line manager.
- This will be followed up with an Offer of Employment and a Contract of Employment in writing on company letter head paper. Applicants are asked to sign two copies, keep one for their records and return the other for their personnel folder.
- Unsuccessful candidates will also be informed verbally and or in writing.

Effective date	July 2022
Approved by	Peter Ridsdale, Owner’s Representative and Executive Director
Review date	July 2023

Appendix Two

RECRUITMENT PROCESS MAP,

PRESTON NORTH END FC CLUB AND ACADEMY

