

HQ Appointments Process Checklist

Please allow at least 8 weeks to follow this process.

Stage 1 – Advertising and Recruitment

Line Manager/Staff Partner to:	Guide notes:
<p>1. Check appointment requirements and ensure the appointment comes through the HQ Appointments Process</p>	<p>You can filter this table in the Approval process column to 'UK Headquarters' to show all the roles</p>
<p>2. Alert the HQ Volunteer Support Team to the vacancy by completing the initial vacancy form that there is a vacancy.</p>	<p>This will prompt a link to a file storage area with template recruitment packs and guidance documents, as well as shortlisting guidance and a list of the role requirements for the relevant vacancy.</p>
<p>3. If this is a brand-new role, the initial vacancy form will ask for further details on the reason and purpose for the role, cost centres and budget approval, benefits of the role, and the impact if not created and filled.</p> <p style="padding-left: 20px;">a. At this stage, a new role requires approval from the Chief Volunteering Officer and the UK Commissioner for People before the rest of the steps within Stage 1 can be carried out. We will be in touch to confirm the role once approved.</p>	
<p>4. Identify the selection panel that contains a gender balance, young person aged 18-25 and ethnic diversity that's reflective of the community that the role serves. We recommend at least 3 people on the panel, but around 6 to be part of a successful search group</p>	<p>Please make this as diverse as possible: this should reflect a gender, geographical and diverse mix, including at least one 18-25-year-old.</p>

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<p>5. Identify the advertising methods available and generate the applicant pack</p>	<p>The file storage area holds a number of vacancy packs for different roles</p>
<p>6. Meet with Search Group (if possible) to:</p> <ul style="list-style-type: none">a. Agree timeline (application deadline, interview dates, process)b. Agree tasks for members of the search groupc. Agree vacancy pack with search group/relevant staff and volunteers for the vacancy	<p>Guidance for this meeting can be found in the file storage area in the file 'HQ Volunteers – Guidance for Line Managers' document</p> <p>Please try and agree the vacancy period and interview date before moving on to the next step.</p>
<p>7. Submit the HQ Volunteer Recruitment Form to the HQ Volunteering Services Team for information, along with attaching the Vacancy Pack in word format.</p>	<p>Attach recruitment pack at this stage and HQ Volunteering will upload to the website. HQ Volunteering will also set up your application and nomination forms.</p> <p>If you can't attach at this point, please email your completed pack in word form to hq.volunteering@scouts.org.uk</p>
<p>8. The HQ Volunteering Services Team will check the plan and raise any initial queries or questions and then arrange to upload the vacancy onto the national website, Charity Jobs and create the application and nomination forms.</p> <p>The team reserves the right to provide feedback and suggestions to the recruiting line manager, although this will not hold up the advertising process.</p>	<p>This doesn't preclude you from arranging to share the vacancy or progressing actions with the search group.</p> <p>Once the vacancy is uploaded, the link will be shared with you.</p>
<p>9. Publish and share vacancy locally and nationally via the search group and social media channels/emails</p>	<p>The search group are there to help generate names, share the vacancy and nominate people for the role.</p> <p>The HQ Comms team can support with specific outreach to certain groups of people (e.g. all people in a certain County or role)</p>
<p>10. Volunteer Line Managers and search groups are then able to share and promote the vacancy and outreach to as many people as possible.</p>	<p>These can be done face to face or virtually to invite people along to learn more about the role, ask questions, meet the</p>

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<p>Hold engagement activities if necessary Run name generation session(s) Hold open-to-all information drop-in session(s) for people to find out about the role</p>	<p>search team, allow for names to be suggested and nominated etc.</p>
<p>HQ will:</p> <ul style="list-style-type: none">• Provide resources for application and guidance for search groups and recruiting line manager.• HQ Volunteering Services Team reviews the plan or asks for further information.• HQ will offer additional requested support where possible.• Line manager will receive a notification when the vacancy is live, with an update form to complete at the end of the process• HQ Volunteering Services Team will create application and nomination forms with the Diversity Monitoring Form• Advertising:<ul style="list-style-type: none">○ Upload vacancy to national website○ Upload vacancy to CharityJobs○ Arrange for emails to be sent out as requested	

Stage 2 – Selection

Line Manager/Staff Support to:	Guide notes:
1. Receive applications and nominations.	
2. Meet with search group/section panel <ol style="list-style-type: none"> a. Review all applications and decide on suitability to invite to interview b. Review nominations and decide whether to invite any nominees to apply c. Agree which members of the search group will approach nominees to have a conversation about applying d. Plan interview/selection process 	Panel interview with structure, prepared questions, maximum of 4 members of the panel 10 minute presentation on a topic such as: Method for search group members to objectively score the candidates
3. Selection panel shortlists applicants for 'interview'	
4. Send the list of shortlisted name/s to hq.volunteering@scouts.org.uk for vetting with the email subject: “Applicants for Vetting”. This must include the name and membership number.	You no longer need to email vetting@scouts.org.uk . Please make sure the subject is correct as this may not get picked up otherwise. Please allow up to 7 days turn around for this.
5. Notify all applicants of the outcome (encouraging successful applicants to inform their current line manager)	
6. Provide constructive feedback to those applicants who were not shortlisted	Please ensure this would support them when applying for a future role to develop
7. 'Interview' of applicants, and decision made on appointment	

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8. Agree feedback for unsuccessful candidates	Please ensure constructive feedback is given to help unsuccessful candidates prepare for future roles and interviews
<p>HQ will:</p> <ul style="list-style-type: none">• Provide templates and guidance for shortlisting• Ensure vetting is completed and update the requester• Support with reference requests	

Stage 3 – Appointment

Line Manager/Staff Support to:	Guide notes:
1. Line manager to then inform unsuccessful applicant(s) and offer the position to the successful applicant(s). Agree that either the recruiting line manager or the successful candidate informs their current Scouts line manager.	
2. Begin the DBS process <u>if applicable</u> .	N.B. where a disclosure is required for UKHQ/England and Wales roles, the individual must complete a DBS, regardless of if they have a valid disclosure in Scotland or Northern Ireland or overseas.
3. Request references from successful candidate/s (<u>if applicable</u>)	The following form can be obtained for references for UKHQ volunteers: https://app.smartsheet.com/b/form/1cf6d8e9ca4a4d648527b9ca6f3a89bd

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	Or done via compass. Please let us know if you are using this form
4. Successful applicant to complete the new starter form to gather required details for set up (this will be sent via the same message of approval from the committee)	Please try and ensure this new starter form is filled out before the proposed start date
5. The HQ Volunteering Officer will update roles as required on Compass (and process the DBS paperwork where required)	
6. HQ to sort and order induction materials	Please allow up to 6 weeks from the date of your new starter filling out the new starter form for their induction pack – we will be ordering once a month and dispatching accordingly. If name badges are required as a matter of urgency, these can be ordered via the brand centre
7. Once the appointment is full on compass, line manager should add the new volunteer to the relevant teams, and share picture and bio on the UK Volunteer Teams Channel	HQ will share the relevant bios and pictures with the appointing line manager and request an update to notify when this is complete
8. Manager of the UK Training Advisers, with the line manager, assigns a Training Adviser (if applicable).	
9. Successful applicant(s) supported through induction by line manager.	The induction guidance will be set up in the teams channel and line managers will be sent a checklist

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HQ will:

- Add the new starter to compass
- Sort out IT accounts and background requirements
- Update compass to end the role of the previous role holder if needed
- Alert the UK Training Manager to assign a UK Training Advisor

FAQs

Recruitment stage:

Q. What if I don't know who I'll have on the panel but want to get the role advertised?

A. Please just list the roles you hope to have on the panel or a rough indication of the people you are going to approach

Q. How does the role get added to the national website?

A. HQ will take care of this – please make sure you add your vacancy pack to the HQ Recruitment Plan in the file upload area and the date for upload and we will get this as close as possible to the date. At the moment we use a vacancy pack, but if you have any other ideas or suggestions for how we could advertise, or want to try a new style of vacancy pack, please just upload this and drop us a message – we're always open to new ideas and new ways of working! We will also add the role to CharityJobs.

Q. Where else can I advertise the role?

A. Anywhere and everywhere! We are currently compiling some guidance, working with the Race Equity Project, to assist with outreaching to our underrepresented communities. In the meantime, if you have success in any areas, please feel free to share them on the UK Volunteer Team channel to advise others to try it!

Selection stage

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Q. Do I have to provide feedback to all candidates?

A. Ideally, yes. At the application stage, people have taken time to fill out an application form, so please do try and give people a steer on what they missed in order for them to be encouraged to try again for another role in the future.

Please provide good constructive feedback for those who have attended an interview.

Q. If I vetted pre-interview, do they have to be done again once they have been selected as the successful candidate?

A. No, if you have sent the names and membership numbers at shortlisting and had confirmation that this is clear, you don't need to do this again.

Compass will automatically conduct another vetting check once the role is added too.

Approval and initial onboarding stage

Q. How will I know the new starters form has been filled in?

A. You will receive an email from HQ Volunteering to let you know when the new starter has completed the form and this has been approved.

Q. How will I know when someone has an email address set up? How long does this take?

A. We will send you an email once this is done to let you know you can start to add people to Teams groups and channels

Q. When will they get added to compass?

A. It depends on the date the recruiting manager has asked for it to be added. We try and do it as close as possible to the day which you tell us on the update.

Q. How long does it take the role to be full on compass? What prevents the role from becoming full?

A. The role will be added and remain pre-provisional until the following has been completed:

- Final clearance from the Vetting Team, which happens once the role is added to compass.
- Sign off of relevant training for the role
- References (if applicable)
- The start date has been reached

Q. What will I be notified of as a manager?

A. Hopefully everything!

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Q. What will someone receive as part of an introductory welcome pack?

A. The welcome pack will contain (if required):

- A UK necker (if required)
- A blue polo shirt (if required)
- Blank thank you postcards to encourage thanks and success sharing
- A name badge (if required)
- Safe Scouting Cards

Q. When will someone get their induction pack?

A. See 'Dates' section below

Q. Where can I find more information and guidance on the induction?

A. On the UK Volunteer Team, there is a section called 'Induction' which hopefully contains lots of useful advice and guidance. More induction details will follow in due course.

Q. Who can I go to in order to create a Microsoft Team?

A. You can contact Service Desk for a new Team to be set up.

Dates

Onboarding and starter pack dates:

Date of Completion of New Starter Form	Order of name badges	Induction Pack sent (pending arrival of name badges)
1 st – 31 st August 2023	w/c 4 th September 2023	w/c 18 th September
1 st – 30 th September 2023	w/c 2 nd October 2023	w/c 23 rd October
1 st – 31 st October 2023	w/c 30 th October 2023	w/c 20 th November
1 st – 30 th November 2023	w/c 4 th December 2023	w/c 18 th December
1 st – 31 st December 2023	w/c 1 st Jan 2024	w/c 15 th Jan

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