|  |  |
| --- | --- |
| **DSW Master Portrait white RGB.jpg** | **Disability Sport Wales** |
| **Application Pack:**  **Chief Executive Officer** |
|  |  |

Dear Applicant,

**Re: Chief Executive Officer**

**Reference: CEO2017**

Thank you for your recent enquiry in relation to our Chief Executive Officer vacancy. Please find enclosed a recruitment pack for the post.

The deadline date for applications is **Friday 17rd March 2017, 17.00pm** and first stage interviews are scheduled for **4th April 2017** and second stage interviews scheduled for **10th April 2017.**

Please return application form, CV and equality monitoring form to:

Business Support Manager (CEO2017)

Disability Sport Wales

c/o Sport Wales National Centre

Sophia Gardens

Cardiff. CF11 9SW.

If you have any questions about the process that is not covered this pack, please do not hesitate to contact me on the number outlined below. I look forward to receiving your completed application.

Best wishes and kind regards,

Pippa Britton

Pippa Britton

Chair: Disability Sport Wales

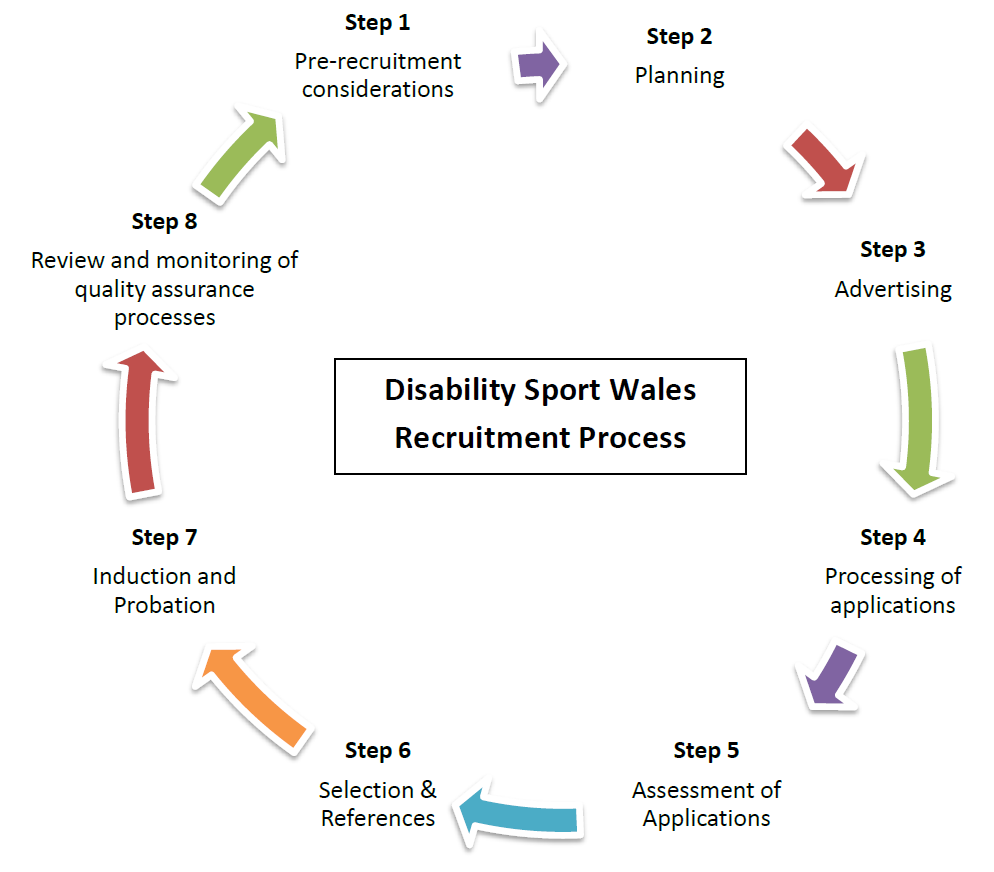
Mob: 07730 326 4696



**Disability Sport Wales recruitment and employment process**

Disability Sport Wales seek to provide an open and transparent recruitment and appointment process, which is fair to all, and considers those individuals who will bring the best skills, competencies and knowledge to the post, and add to the scope of DSW as an organisation.

The process from identification of the need for the role through to appointment, monitoring and review is identified schematically below. Further detail with regards to each stage of the process is identified within the *DSW Recruitment Policy 2016* (appended to this pack).



**Chief Executive Officer recruitment process**

You are asked to complete an *Application for Employment* Form (pages 9-15 in this pack) outlining information relevant to your experience and the details of the post outlined in the *Role Description* (pages 4-5 in this pack). You are also asked to provide a current CV. Could you please place personal details on a separate front sheet as this will be detached as part of the equalities and monitoring process.

Also, please return the *Equal Opportunities Monitoring* Form (pages 16 – 18 in this pack). **Please note that this information is anonymous and confidential.** Please send the information in a sealed envelope marked ‘Equal Opportunities Monitoring Form’ and include it in the same envelope in which you return your completed *Application for Employment* to Disability Sport Wales. This information will be removed from your Application for Employment Form at the point of receipt and is used to examine DSW processes and demographic through the recruitment phases.

On receipt of your Application for Employment Form, a decision will be made about whether you are shortlisted, and therefore invited to attend an interview.

There will be a first interview. If you are successful at the first interview you will be invited to attend a second interview.

A decision about whether you have been successful in your application for the Chief Executive Officer role will be made after all the interviews have been held, and the applicant who is going to be invited to take up the role will have been contacted and has accepted the role. Applicants who, on this occasion, have not been successful will be notified in writing, and offered the opportunity for feedback discussion with one of the DSW panel members involved with the interview process.

Role Description:

CHIEF EXECUTIVE OFFICER

**Please note this is a full-time role**

**Position reports to:** Chair of the board of Disability Sport Wales

**Position links to:** Board of Disability Sport Wales, Disability Sport Wales Senior Management Team and executive staff.

**Based at:** Head Office Location: Disability Sport Wales, Sport Wales National Centre, Sophia Gardens

Cardiff, CF11 9SW

**Contract**: Permanent full-time

**Job purpose:** The CEO will be responsible for the successful implementation of the DSW vision and mission. Operating within a high performing organisation, the role will focus on leadership, motivation, transformation and accountability. In addition, the CEO will be responsible for managing sufficient resources to deliver the vision through existing and new income streams. The CEO, working closely with the Senior Management Team and the board, will be responsible for the management of the governance structure and delivery of the Business Plan.

**Salary**: Attractive (based on relevant experience and subject to negotiation)

**Background:**

The Federation of Disability Sport Wales Limited (Disability Sport Wales), is a registered company with charitable status. The organisation operates at a strategic level and is responsible for developing opportunities for disabled people to participate in sport and physical recreation activities.

Founded in 1985, the membership of the Federation comprises of three National Disability Sports Organisations (NDSOs) namely; Welsh Deaf Sport, Welsh Sports Association for People with Learning Disabilities and the Welsh Paraplegic and Tetraplegic Sports Association.

Welsh Government and Sport Wales are key partners. Disability Sport Wales is also a partner to many national governing bodies of sport in Wales and with specific UK national governing bodies of sports who support elite sport pathway development for Welsh Paralympic athletes. Disability Sport Wales is a member of the British Paralympic Association.

Disability Sport Wales has partnership agreements with all twenty-two local authorities to support the delivery of community sport and physical recreation programmes.

Disability Sport Wales is a member of the Welsh Council for Voluntary Action and a partner to some third sector organisations in Wales.

Disability Sport Wales is governed by a board which comprises of 9 trustees and 3 appointed experts. A Youth board has recently been appointed to offer further insight and knowledge to the work of Disability Sport Wales.

**VISION:**

‘Transforming Lives through the Power of Sport’

**MISSION:**

Community: Every Disabled Person hooked on sport, for life.

Performance: Creating a Nation of Champions

Disability Sport Wales is a high performing organisation recognised as world leading within community sport and physical recreation. It consistently delivers high standards of governance which is measured by Sport Wales through its internal self-assurance process. The organisation has achieved Safeguarding Level 3 and the Equality Standard Intermediate Standard. Considered both effective and efficient, Disability Sport Wales has a highly visible and strong brand which is trusted and respected.

Disability Sport Wales is committed to developing sport and physical recreation programmes and focuses most its efforts through four national programmes: -

a) A shared community initiative between Disability Sport Wales, Sport Wales and local authorities. The programme is aimed at developing high quality community based sporting and physical recreation opportunities for disabled people of all ages;

b) A pan-disability athlete academy programme which supports the identification and development of emerging, talented athletes.

c) An education and training programme which delivers a range of courses to the community, local authority and sports sectors, including national governing bodies of sport.

d) ‘insport’ – a programme designed to support partners to become more inclusive in the delivery of their offer.

Disability Sport Wales ensures that its programmes are inclusive, offering individuals the opportunity to achieve a full and active role within their sporting communities, whilst at the same time providing a structured ‘pathway’ through which talented performers can achieve at higher levels of competition.

**Key responsibilities:**

• With the Board, provide overall strategic leadership to Disability Sport Wales

• Build on an effective high performing organisation across both its ‘sport’ and ‘business’ elements

• Deliver an income strategy, resulting in sufficient financial resources to drive the DSW vision.

• Provide leadership and motivation, ensuring that DSW has a committed, ambitious workforce which collectively achieves the DSW vision.

• Establish strong relationships with the membership of the Disability Sport Wales and its Welsh and UK stakeholders. These may include: Sport Wales, Welsh Government, Welsh Sports Association, Local Authorities, National and UK Governing Bodies of Sport, the British Paralympic Association, Home Nation Disability Sport Organisations, UK Sport and the International Paralympic Committee.

• Proactively influence sport policy, particularly in-regard to equity and inclusion.

• Agree with board organisational and personal key performance indicators and standards that support the achievement of the DSW vision and corporate plan

• Any other duties appropriate to the role as required by the Board.

**CEO Obligations**

Ensure the objectives of the organisation, as agreed by the Board, are fully and promptly carried out to:

• Ensure operation and corporate governance complies with current legislation.

• Ensure that the Federation of Disability Sport Wales Ltd and any of its wholly owned subsidiary companies abide by the rules as set out by Companies House and the Charity Commission.

• Ensure that the organisation meets the required standards aligned to the Governance and Leadership Framework, Safeguarding and the Equality Standard.

• Ensure that the organisation prepares, delivers and monitors its annual business plan.

• Ensure the Board is kept fully informed of the activities of the organisation by preparing reports and financial information and through attendance as requested.

• Ensure that the organisation complies with its financial standing orders.

• To create policy as required.

• To manage strategic and operational risk registers and policies.

**Personal Specification**

* Evidence of experience of operating at Board level and a demonstrable track record of leading an organisation.
* Proven ability to translate vision into effective strategy.
* Experience of a high performing organisation with a strong leadership culture centred on the qualities of enabling and empowering people.
* Effectively managing internal and external stakeholder relationships.
* Experience of sound financial management and corporate governance.
* An understanding of the structure of disability and Paralympic sport within Wales, the United Kingdom and internationally.
* The ability to communicate effectively with all internal and external partners, including the media
* Experienced leader with exceptional inter-personal and team-working skills, with a proven ability to motivate and enthuse.
* Strong communication and presentation skills
* Respected at senior levels across all sectors
* A self-starter with the motivation, commitment, enthusiasm and drive to define clear goals and inspire people to achieve them
* An approachable individual, at ease with people from widely different backgrounds.
* Demonstrate a knowledge, interest in and passion for sport
* Experience of problem solving at a high level
* Ability to travel
* Hold a valid passport
* Spoken and written Welsh (desirable)
* Empathy toward and understanding of disability and inclusive sport
* An understanding and commitment to equality and diversity
* Experience of working to / with voluntary boards

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.

Disability Sport Wales is a Disability Confident committed employer.

**Application for Employment**

Please complete all sections fully in addition to providing a CV. Could you please place personal details on a separate front sheet as this will be detached as part of the equalities and monitoring process.

*We are committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.*

*We do not discriminate against staff based on age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (****protected characteristics****).*

*Disability Sport Wales is a Disability Confident committed employer.*

**Job details**

|  |  |
| --- | --- |
| Post applied for: | Chief Executive Officer |
| Head Office Location: | Sport Wales National Centre,  Sophia Gardens,  Cardiff, CF11 9SW |

**Contact Details:**

|  |  |
| --- | --- |
| Name: | Postal Address: |
| Email Address: |  |
| Contact Telephone Number: |
| How would you prefer for us to contact you?  (i.e. email, telephone, text, typetalk, written, etc) | Postcode: |
|  | |
|  | |

**Reason for applying**

|  |
| --- |
| Please use this section to let us know why you are interested in this post, what skills and experience you have and how you meet the points in the person specification |
| Please continue on a separate sheet if necessary |

**Current or last employment**

|  |  |
| --- | --- |
| Job title: | Employer: |
| Date started: | Address:  Postcode: |
| Leaving date: |
| Salary: |
| Benefits: | Telephone no: |
| Reason for leaving: | Line manager name: |
| Notice period: | Line manager position: |
| Duties and responsibilities: | |

**Employment history**

List all your employment history starting with your previous post. Please explain any gaps.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  (from/to) | Employer and location | Position held and brief description of responsibilities | Reason for leaving |
|  |  |  |  |
| Please continue on a separate sheet if necessary | | | |

**Education**

|  |  |
| --- | --- |
| Secondary school | Qualifications and levels achieved |
|  |  |

|  |  |
| --- | --- |
| College or university | Qualifications and levels achieved |
|  |  |

|  |  |
| --- | --- |
| Courses | Qualifications |
|  |  |

**Membership or professional or technical associations**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of association or body | Membership grade | Membership by exam/affiliation | Membership number |
|  |  |  |  |

**References**

**Current/last employer/college**

|  |  |  |
| --- | --- | --- |
| Name | Address/department | Tel no/ email address |
|  |  |  |

**Previous employer**

|  |  |  |
| --- | --- | --- |
| Name | Address/department | Tel no/ email address |
|  |  |  |

**Data protection**

All or part of the information provided on this form may be held on a computer or in a form which makes it subject to the data protection act. By completing this form you give your consent to the above data being held and processed by Disability Sport Wales for equal opportunities monitoring purposes and in accordance with Sport Wales’ registration under the data protection act 1998.

**Signature**

I certify that, to the best of my knowledge, the information contained on this application form is true and correct. Some of the data on this form may be held on computer or in a form which makes it subject to the data protection act. By completing this form, I give my consent to the above data being held and processed by Disability Sport Wales for equal opportunities monitoring purposes.

Signature………………………………………………………….

Date………………………………………………………….……..

**Equal Opportunities Monitoring Form**

Please completed form and return in a sealed envelope with your application form to:

**Disability Sport Wales, Sport Wales National Centre, Sophia Gardens, Cardiff. CF11 9SW.**

**General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you related to, or a close friend of, any member or officer of Disability Sport Wales?** | | | |
|  | Yes |  | No |
| If yes, please state the name, relationship and, if applicable, the department in which he/she is employed  Name: …………………………………………………….. Relationship: …………………………………………………………..  Position: …………………………………………………. | | | |
|  | | | |
| **Have you ever been convicted as a result of criminal proceedings?** | | | |
|  | Yes |  | No |
| If yes, please give details of the offence, including the date and sentence:  ………………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………………….. | | | |
| *You are not required to give any information on ‘spent’ convections under the rehabilitation of offenders act 1974 unless the post is exempt. Failure to disclose convictions could result in disciplinary action or dismissal* | | | |
|  | | | |
| **Which is your preferred language?** | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | English (spoken) |  | Welsh (spoken) |  | Other European Language (spoken) |
|  | Makaton |  | British Sign Language |  | |
|  | Prefer not to say |  | |  | |
|  | Other (please identify): ………………………………………………………………………………………………………………………. | | | | |
|  | | | | | |
| **Do you use Welsh? (please select all that are relevant)** | | | | | |
|  | Yes (spoken) |  | Yes (written) |  | Yes (read) |
|  | Learning |  | No |  | Prefer not to say |

**Equality information**

Applicants are required to tick the relevant boxes below to enable Disability Sport Wales to monitor its Equal Opportunity Policy. Monitoring is recommended by the codes of practice for the elimination of discrimination on the grounds of sex, marital status, ethnicity, sexual orientation, and impairment. This information is used for no other purpose and will be treated as confidential

**Which ethnic group do you belong to?**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** | | | | | | | | | | |
|  | Welsh |  | English |  | Scottish | |  | Northern Irish |  | British |
|  | Irish | | | | | | | | | |
|  | Gypsy or Irish Traveller | | | | | | | | | |
|  | Any other White background, please describe: | | | | | ………………………………………………………………………………… | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Mixed/Multiple Ethnic Groups** | | | | | | |
|  | White & Black Caribbean |  | White & Black African | |  | White & Asian |
|  | Any other Mixed/Multiple Ethnic background, please describe: | | | ……………………………………………………….. | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Asian/British Asian** | | | | | | | | |
|  | Indian |  | Pakistani |  | Bangladeshi | |  | Chinese |
|  | Any other Asian background, please describe: | | | | | …………………………………………………………………………………. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Black/African/Caribbean/Black British** | | | | | |
|  | African |  | Caribbean |  | |
|  | Any other Black/African/Caribbean background, please describe: | | | | …………………………………………………… |

|  |  |  |
| --- | --- | --- |
| **Other Ethnic Group** | | |
|  | Arab | |
|  | Any other Ethnic Group background, please describe: | ………………………………………………………………..…… |

|  |  |
| --- | --- |
|  | Prefer not to say |

**Sexual Orientation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **How would you describe your sexual orientation?** | | | | | | |
|  | Heterosexual/straight |  | Gay man | |  | Prefer not to say |
|  | Gay woman/Lesbian |  | Bisexual | |  | |
|  | Other (Please write in your preferred description): | | | ……………..…………………………………………………….. | | |

**Disability/impairment**

The Equality Act 2010 defines a ‘disabled person’ as anyone with a physical or mental impairment which has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you consider yourself to have an impairment?** | | | | | | | | | |
|  | Yes |  | No | | |  | Prefer not to say | | |
| **If yes, how would you describe your impairment(s)?** | | | | | | | | | |
| Please mark all the boxes that apply to you | | | | | | | | | |
|  | Blind or Partially Sighted | | |  | Deaf or Hard or Hearing | | |  | Physical impairment (do not use a wheelchair) |
|  | Physical impairment (permanent wheelchair user) | | |  | Physical impairment (use a wheelchair on occasions) | | |  | Learning disability *(e.g. Downs Syndrome, etc)* |
|  | Learning difficulty  *(e.g. Movement Co-ordination Difficulty (Dyspraxia), Dyslexia, etc.)* | | |  | Mental Health Condition  *(e.g. depression, stress, etc)* | | |  | Long-term illness *(e.g. cancer, multiple sclerosis, HIV+, etc)* |
|  | Other (please specify): ………………………………………………………………. | | | | | | |  | Prefer not to say |
|  | | | | | | | | | |
| Is there anything, as your potential employer, we might need to know or put in place to ensure that you are appropriately supported within the workplace? | | | | | | | | | |
|  | Yes | | |  | No | | | | |
| If yes, please give further information:  ………………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………………….. | | | | | | | | | |

**Media Analysis**

To assist with our recruitment process, please indicate where you first learned of this vacancy:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Newspaper |  | DSW Website |  | Other Website (please identify): ……………………………………………….. |
|  | | | | | |
|  | Welsh Sports Association |  | Word of Mouth |  | Job centre |

Disability Sport Wales

Recruitment Policy 2016

**Contents**

[**1.** **Commitment to Diversity** 2](#_Toc474919447)

[**2.** **Purpose of the Policy** 2](#_Toc474919448)

[**3.** **Scope** 2](#_Toc474919449)

[**4.** **Core Principles** 2](#_Toc474919450)

[**4.1.** **Disability** 3](#_Toc474919451)

[**5.** **Selection and Recruitment Procedure** 3](#_Toc474919452)

[**5.1.** **Planning** 3](#_Toc474919453)

[**5.2.** **Job Description and Personal Specifications** 4](#_Toc474919454)

[**5.3.** **Advertising** 4](#_Toc474919455)

[**6.** **Processing of applications** 5](#_Toc474919456)

[**6.1.** **Short-listing** 5](#_Toc474919457)

[**6.2.** **Selection for interview** 5](#_Toc474919458)

[**7.** **Selection processes** 6](#_Toc474919459)

[**7.1.** **Interview Process** 6](#_Toc474919460)

[**7.2.** **Contacting Referees** 7](#_Toc474919461)

[**7.3.** **Making the appointment** 7](#_Toc474919462)

[**8.** **Induction** 7](#_Toc474919463)

[**8.1.** **Induction programming** 7](#_Toc474919464)

[**8.2.** **Probation** 8](#_Toc474919465)

[**9.** **Retention in role post-probation** 8](#_Toc474919466)

[**9.1.** **Commitment to Retention** 8](#_Toc474919467)

[*Table 1: Commitment to Retention* 9](#_Toc474919468)

[**10.** **Termination of employment** 10](#_Toc474919469)

[**11.** **Monitoring** 10](#_Toc474919470)

[**12.** **Responsibility** 10](#_Toc474919471)

**Appendix 1:** DSW Policy Flow Diagram……………………………………………………………………………..… 8

1. **Commitment to Diversity**

Federation of Disability Sport Wales (FDSW) consider diversity to be about recognising, respecting and valuing different experiences, perceptions, cultures, lifestyles and approaches based on membership to groups who share protected characteristics (including race; ethnicity; religion, faith or belief; sex; gender identity; sexual orientation; impairment; marital status; parental status; age; political affiliation; and first language).

The FDSW values diversity because it enables high-quality discussion, planning, development and practice; and is committed to creating diversity in the workforce, leadership team (including Board), and membership in order to grow its successes as a creative, innovative, dynamic and inclusive organisation.

The fit and flow of DSW Policies are identified in **Appendix 1:** *DSW Policy Flow Diagram*, and highlights the approach DSW takes to diversity, equity and equality through its policies and therefore processes.

1. **Purpose of the Policy**

The purpose of this Recruitment Policy is to ensure that the FDSW always engage in recruitment practice which:

* safeguards and protects the welfare of individuals involved with DSW programmes
* ensures diversity in the workforce
* puts in place a process which retains and values staff through a professional approach
* is equitable, inclusive, accessible, and fair in process

1. **Scope**

This Policy extends to all aspects of policy, procedure and practice related to selection and recruitment. All FDSW staff who are involved with the advertising of posts, selection of potential employees and their recruitment should be aware of the Policy, and ensure that they follow the processes identified within it. Ultimate responsibility for this rests with the Executive Director.

1. **Core Principles**

* A commitment to ensuring access to information relating to new positions within the organisation, selection and recruitment processes, and appointment into those roles are open to everyone, and provides a fair, equitable and efficient experience to all candidates regardless of appointment outcome.
* Recruitment, shortlisting, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. All such procedures will be subject to a FDSW initial Equality Impact Assessment (iEIA).
* The FDSW believe that everyone has the right to apply for, and gain employment within an organisation which actively promotes equality of opportunity, and provides a culture free from discrimination, harassment and victimisation.
* That diversity and equity is clearly valued and celebrated within the FDSW
* Appointments will be made based on individual skills and competencies, the most appropriate person for the role will be appointed without prejudice. The FDSW will always provide opportunity for applicants to identify equitable practice throughout the selection and recruitment process in order to ensure that everyone is afforded the same opportunities within selection, interview, and appointment.
* The FDSW is a Positive about Disabled People employer, and will take positive action where required to promote opportunities to all communities.
* The FDSW staff involved with the selection and recruitment process will ensure that the process is conducted in an inclusive, equitable, profession, timely and responsive manner, and in compliance with all associated employment and equity legislation.
* All personal information and data acquired through the selection and recruitment process will be treated confidentially, and in accordance with Data Protection legislation, and the FDSWs Information Sharing Protocols.
* Maintaining the currency, application, and best practice of recruitment practices is fundamental, and the FDSW will ensure that policy and processes are consistently updated, and that new ideas and approaches are reflected.
* The key to ensuring a safe environment for physical activity, including sport, within a recreational or competitive context is to guarantee robust selection and recruitment practices. Guidance and legislation linked to safeguarding and welfare will be reflected within FDSW processes.
* Where identified, the FDSW staff will be provided with the opportunity for initial and ongoing training relevant to selection and recruitment.
* All forms, advertisements and information will be provided in both English and Welsh, and all applicants will be invited to make their applications in either English or Welsh.
* Alternative and accessible formats for all recruitment information will be provided where required.
  1. **Disability**
* If you are have an impairment or acquire an impairment whilst employed by the FDSW become disabled, we encourage you to tell us about this so that we can support you as appropriate.
* If you experience challenges at work because of an impairment, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise these challenges. Your line manager may wish to consult with you and your medical adviser(s) about possible adjustments. We will also ensure that Access to Work supported.
* We will never knowingly use facilities or premises which place anyone with an impairment at a disadvantage in terms of access and freedom of movement within the space.

1. **Selection and Recruitment Procedure**

There are a number of key stages involved with the safe, diverse, equitable and professional selection and recruitment of staff into new roles. This Policy identifies the fundamentals processes; the detail underpinning each stage is included within DSW Recruitment Processes.

* 1. **Planning**
* Justification for the new role will be formally made to the Remuneration and Nominations (R&N) Committee through the Chair, and linked to the FDSW’s core strategic direction and fully-costed. The R&N Committee will then decide whether the post needs to be referred to the DSW Board.
* The recruitment of new staff will be based on the needs of the FDSW for specific skills, competencies and knowledge, and will additionally reflect the FDSW’s commitment to the representation of a diverse workforce in order to best provide disability sport, and sport for disabled people to all those who wish to be involved.
* The planning of all materials (job description, personal specifications, linked to recruitment will receive an initial Equality Impact Assessment (iEIA), and where necessary a full Equality Impact Assessment (fEIA) will take place in order to ensure that the role is appropriate and accessible to any potential employee.
  1. **Job Description and Personal Specifications**
* Each Job Description will be accompanied by a Personal Specification for the role which will include explicit reference to the essential and desirable skills, qualifications, knowledge and experience linked to the post.
* The identification of the Personal Specifications will be signed off by the Chair (after iEIA/fEIA) and will not indirectly discriminate against groups who share protected characteristics
  1. **Advertising**
* Vacancies will be advertised to a diverse section of the labour market, and the FDSW will take positive action to advertise new positions within press, media or other recruitment sources which are targeted at communities identified as sharing a (or a number of) protected characteristics. All posts will be advertised through equity-focused (sport) partners including:
  + Sporting Equals
  + Race Equality First (South Wales appointments)
  + Women in Sport
  + Stonewall Cymru
  + LGB&T Sport Cymru
  + Age Cymru
  + Disability Wales
  + Learning Disability Wales
  + Job Centre Plus
* All roles will be advertised including a diversity and equity statement which will additionally highlight that the FDSW are a Positive about Disabled People, Mindful employer, and committed to the LGB&T Cymru Sport Charter.
* All advertising will be bilingual, and applicants will be invited to request further role information, and submit their application, in a language and format which best suits their need.
* Advertisements will not stereotype or using wording that may discourage particular groups from applying. They will include a short policy statement on equal opportunities and a copy of this policy will be made available on request.
* Where relevant and appropriate FDSW staff subject to redeployment will be given access to vacancies prior to them being advertised more widely.
* The FDSW will comply with all the Rehabilitation of Offenders legislation.
* Any staff occupying temporary roles within the FDSW which are then subsequently advertised as permanent positions will need to apply for the position when it is advertised.
* In certain situations the FDSW may use a Recruitment Agency to manage the selection and recruitment process for vacancies. The FDSW will ensure that any Recruitment Agency used demonstrates best practice regarding diversity and equity.
* All application forms will be accompanied by an Equity Monitoring Form, which is provided separately to the main application form, and asks for information relating to membership to communities sharing individual or multiple protected characteristics.

1. **Processing of applications**
   1. **Short-listing**

* All applicants will be notified within 48 hours, in the format by which they submitted their application, of receipt of their application
* A short-list will be complied after the application deadline, and will involve *at least* 2 individuals associated to DSW with the relevant skills, knowledge and experience to undertake this.
* Shortlisting should be done by more than one person and with the involvement of the human resources personnel, where possible. Our recruitment procedures should be reviewed regularly to ensure that individuals are treated on the basis of their match against pre-identified values and competency-based criterion.
* Identification of the short list will be made by measuring the information provided within the application against the criteria identified within the role and personal specification.
* As a Disability Confident committed employer all disabled people who apply for a post within the organisation will be short listed provided they meet minimum criteria.
* The short list will be complied no more than 10 days after the application deadline
  1. **Selection for interview**
* Short listed applicants will be given 7 working-days’ notice of the interview date
* All applicants who are invited for interview will be notified in writing (or other format as requested), and via email (if email addresses are available), with information about the date, time and venue for the interview, as well as details of any specific tasks they may be required to prepare for, or presentations which may need to be made as part of the interview process.
* The FDSW may provide alternative interview dates under extenuating circumstances
* If candidates have identified that they have any specific learning or delivery requirements then DSW will contact the individual to identify what (if any) specific equipment or resources are needed, and if extended time is required to complete the interview process.
* All modifications to the interview process will be made at the discretion of the FDSW, in line with the FDSW Equity Policy, equal opportunities, and in conjunction with the applicant.

1. **Selection processes**
   1. **Interview Process**

* Job applicants **should not** be asked about health or impairment/disability before a job offer is made. There are limited exceptions which should only be used with Human Resources approval. For example:
  + - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
    - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
    - Taking positive action to recruit disabled persons.
    - Equal opportunities monitoring (which will not form part of the decision-making process).
* Where necessary, job offers can be made conditional on a satisfactory medical check.
* The interview process will vary depending on the nature of the role the individual is applying for, but it may include:
* A discussion including questions posed by a panel of individuals representing DSW
* A presentation given by the candidate to the panel
* A task or series of tasks, relevant to the job role posed by the panel, and completed within a specific time frame. This may incorporate technical, technological or practical-based activity
* A group activity, either with other applicants for the same role, or with individuals identified to carry out the activity on behalf of DSW
* Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants will not be asked whether they are pregnant or planning to have children. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of Human Resources (who should first consider whether such matters are relevant and may lawfully be taken into account).
* The FDSW are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Visas and Immigration.
* All candidates will be notified of the approximate duration and schedule of the interview process in their initial interview invitation letter.
* Candidates will be contacted and offered the job, or with feedback outlining why they had been unsuccessful, as soon as possible after the interview process. If there are multiple interview process dates, the applicants will be aware of the range of dates, and will be notified as soon as possible after the final interview.
  1. **Contacting Referees**
* Any offer will be made subject to receipt of satisfactory references, to include character references as to honesty and integrity as well as professional references.
* References will be sought as soon as the FDSW have received written confirmation from the successful applicant that they are accepting the post.
* The FDSW will require a **minimum** of *two* references, one **MUST** be from the most recent employer
* References will always be taken up by the FDSW, and no job offer is finally confirmed until the references are received and the accuracy of the information given by the successful candidate through the interview process can be confirmed.
* All references are confidential; however a candidate may request to see the reference provided by their referee. The FDSW will always make this information available to them.
* If the role includes regulated activity for which a DBS check is required, the applicant will be informed that DSW reserve the right to retract their offer of employment if there is inappropriate levels of risk identified through their Welfare processes, or if the FDSW are legally prevented from using the individual within regulated activity because they are on the Adults or Children’s barred list.
  1. **Making the appointment**
* On receipt of appropriate references and on confirmation from the individual who has been offered the role within the FDSW, the successful applicant will be offered a start date/a start date will be agreed, and sent a contract for signing.
* If there are Access to Work requirements, then the DSW will work with the successful applicant to ensure that appropriate resources and support are provided from the start of their appointment.
* Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

1. **Induction**
   1. **Induction programming**

* The FDSW provide a comprehensive induction programme which will be managed by the new staff member’s line manager. This will include:
  + Orientation to the building in which the new staff member will be housed
  + Fire and emergency exit information relevant to the building, and access requirements of the new employee
  + Orientation to the DSW Staff Handbook
    - Orientation to the DSW Health and Safety Policy
  + Disability inclusion training
  + General Equality training (provided through external contacts)
  + Job specific information and orientation
  + Work programming and the development of a personal work programme
  + Safeguarding and Welfare training and orientation to the DSW Welfare Policies and toolkits
  + Orientation to the DSW Equity Policy
  + Work programming
  1. **Probation**
* The FDSW apply a **six month** probationary period to all new appointments. Progress and performance against the essential characteristics of the role (as identified in the personal specifications) will determine whether the probation period is extended, or whether the probationary period is confirmed and the member of staff made permanent.

1. **Retention in role post-probation**

* DSW recognise that retaining high-quality, effective and valued staff is essential; and promotes consistency in partnership working, a reason to invest in training and continuing professional learning, and therefore an increasingly highly-skilled, innovative and respected workforce.
* Training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.
* Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.
* Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.
  1. **Commitment to Retention**
* DSW recognise that there will be specific challenges for individuals who are members of groups who share protected characteristics regarding the work environment. During the iEIA on this policy the following commitments were identified (linked to identified, common challenges) and policies referenced to identify how retention can be supported by proactively addressing these common challenges.
* In order to ensure staff retention DSW commit to the following, and have policy in place to support these commitments:

*Table 1: Commitment to Retention*

|  |  |
| --- | --- |
| **Commitment** | **DSW supporting Policy and Practices** |
| * A flexible approach to work practices so as to balance demands between personal and work commitments | * *Flexible Working Policy*: Staff Handbook 2016 |
| * Workplace support and structures to support emergent or on-going demands on colleagues within their personal or professional life | * *Bereavement Leave Policy*: Staff Handbook 2016 * *Compassionate Leave Policy*: Staff Handbook 2016 * *Homeworking Policy*: Staff Handbook 2016 * *Time off for Dependents Policy*: Staff Handbook 2016 * *Maternity Policy*: Staff Handbook 2016 * *Paternity Policy*: Staff Handbook 2016 * *Adoption Policy*: Staff Handbook 2016 * *Parental Leave Policy*: Staff Handbook 2016 * *Stress Policy*: Staff Handbook 2016 |
| * Access to training and development opportunities which supports personal and professional skill development | * *Time off for Training Policy*: Staff Handbook 2016 * *Annual Training Needs Analysis* * *Training Opportunities Calendar* |
| * Provision of an inclusive, equitable and safe working environment free of discrimination | * *Whistleblowing Policy*: Staff Handbook 2016 * *Equity Policy*: Staff Handbook 2016 * *Grievance Policy*: Staff Handbook 2016 * *Disciplinary Policy*: Staff Handbook 2016 |
| * Accessible workplace locations | * *Homeworking Policy*: Staff Handbook 2016 * *4 Regional Offices (South Central, South West, North East and North West Wales)* |
| * Open communication channels | * *Whistleblowing Policy*: Staff Handbook 2016 * *Electronic information and communication systems Policy*: Staff Handbook 2016 |
| * Access to work support | * *Health and Safety Policy*: Staff Handbook 2016 |

* The FDSW take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination will amount to gross misconduct resulting in dismissal.
* If you believe that you have experienced discrimination you can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate. If you are uncertain which applies or need advice on how to proceed you should speak to your line manager or, if this is not possible, the Executive Director. Complaints will be treated in confidence and investigated.
* There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

1. **Termination of employment**

* We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
* We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

1. **Monitoring**

* To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.
* All recruitment processes will be monitored through the following processes:
* Questionnaire follow-up with appointed individuals regarding the process, support, and practices within their recruitment experience at the FDSW
* Comparison of the FDSW processes, practices and policies against those of other similar UK organisations, and other NGBs within Welsh sport
* Checking of currency of policy and procedure against legislation and guidance relating to good, equitable recruitment practices
* Sign off of policy through the FDSW legal advisors, Dolmans
* Endorsement and sign off of the Recruitment Policy on an annual basis by the FDSW Board
* Initial Equality Impact Assessment completed (April 2016). Date of next review: April 2017

1. **Responsibility**

It is the responsibility of all staff involved with recruitment processes to ensure that best practice is observed throughout the advertising, appointment and induction of all new staff to the FDSW; and to ensure that they are appropriately prepared and skilled in areas of recruitment practices and equal opportunities. Ultimate responsibility for the currency, appropriateness and application of the FDSW Recruitment Policy rests with the Executive Director of the FDSW.