

## Feedback Form – Branch Case Study

This form is designed to capture details of a project that you have undertaken that has had a significant impact within your branch. Please fill in the answers to the following questions, providing as much detail as possible – there is no limit on how much to write. Thank you.

### Your contact details:

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Your case study title: Branch recruitment

## AIMS

### What were the aims of the project?

To appoint a new chairperson for South Lanarkshire Branch

### How did you identify the need for the project?

The previous chairperson stepped down

## ACTION

### What did you do and how did you do it?

Firstly the branch asked contacts from the clubs, committees etc to find out if there was anyone interested in taking on the position of Chairperson for South Lanarkshire Disability Sport (SLDS). No one from within the clubs had the capacity to take this role on therefore the branch decided to recruit externally. SDS created a job description and advertised this through **sportscotland**, Scottish Sports Association (SSA) and other local partners/organisations within South Lanarkshire. After the closing date a panel of 3 people (representatives from SDS, SLDS and South Lanarkshire Leisure & Culture) shortlisted from the 5 applications received and asked 3 candidates to attend an interview. The interview was informal where we asked the candidates to attend as a group and asked questions about the candidate's backgrounds, previous experience and why they wanted to be involved in the branch. One candidate could not attend the group interview therefore the panel arranged a separate time to meet the candidate. The standard was very high and through the interview process the branch recruited a new chairperson and asked one of the unsuccessful candidate to take on the role of vice chair as the current vice chair had expressed an interest in standing down.

### Over what time period did the project take place?

Job advertised – 3 February 2017  
Closing Date – 24 February 2017  
Interview date – 6 March  
First Meeting – 5 April

**Who did it involve and how did you go about getting them involved?**

South Lanarkshire Disability Sport committee, Scottish Disability Sport, South Lanarkshire Leisure and Culture were involved in deciding the recruitment was necessary and creating the job description and conducting the interview. Partners such as **sportscotland** and SSA were approached to advertise the post nationally.

The main partners (SDS and SLLC) were already heavily involved with the branch and happy to be involved in the process. SDS contacted **sportscotland** and SSA to ensure there was wide coverage for the post being advertised

**What were the resources (Financial, human and /or in kind) for your project and how/where did you source the resource(s)?**

There was no financial cost to the branch to recruit the new chairperson/vice chairperson. The recruitment process cost in time for the volunteers and staff from SDS/SLLC who drove the process. SLLC also provided the interview room to allow the interview to take place

**How did you promote your project?**

We advertised the job through **sportscotland**, SSA, SDS, local partners and groups

## RESULTS (If relevant)

### What were the project outcomes/results?

South Lanarkshire Disability Sport recruited a new chairperson and vice chairperson

### How did you monitor and evaluate the project?

We ensured we had clear objectives and timescales. When SLDS decided to recruit a new chair the working group set a timeline for the recruitment process and make sure tasks were completed on time, who was responsible for tasks. The group kept in touch regularly to update on progress.

### What went well and what went less well?

**What went well** - Advertising the post through various channels/partners and the high standard of applicants. It was great for the executive committee to see the benefits of advertising externally as some were opposed to doing so originally. The panel driving the recruitment worked well together in terms of completing tasks on time, sticking to the timeline agreed and communicating well. It was also a good mix of people involved in terms of partner organisations, and those involved in the branch who had the previous knowledge of the branch and its history. It was important to be flexible with the candidates as well and we ensured we made the interview dates and times as flexible as possible to allow the volunteers to be interviewed at a time that suited them.

**Less well** – The induction process could have been more structured and formal. A timeline for transition and a timeline for the new chair and vice chair formally take their roles may have been helpful.

### What one feature of your project would you highlight as a particular success or unique aspect?

The committee in SLDS were not keen to advertise the post externally at first and wanted to find someone involved in the branch in some shape or form to take up the role. The strength of the candidates who applied for the role and were successful in taking up the chair/vice chair has given the committee confidence in the process and the courage to step out of their comfort zones and try new things.

## FUTURE DEVELOPMENT

### If you came up against any barriers or problems, how did you overcome them?

Recruitment processes can be time consuming and most branches are volunteer led. This was the case in SLDS hence why SDS and SLLC lead the recruitment with the support of one voluntary member of the committee.

### Do you have any recommendations for other people running a project like this in future?

Set a timeline, delegate roles and responsibilities, have a sub group of the committee leading the recruitment, have a mixed group of people involved in the recruitment, ensure there is an induction process for new starts and that they understand the role