



Comic Relief Recruitment Policy

Purpose

Comic Relief's policy is to attract and recruit the best and most diverse workforce through a fair, systematic and effective interview and selection process in line with our values. Our People team seeks to enable the organisation to embrace a culture of innovation, excellence, creativity and bold thinking, and be a recognised example of inclusivity within the grant-making, fundraising and creative sectors. The recruitment process will always be on merit, within relevant legislative and statutory obligations.

This policy applies to all vacancies. All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy and any related policies and procedures. Any external consultants or recruitment agencies must also act in accordance with this policy. This policy is to be read in conjunction with the Recruitment guide.

Scope

This policy sets out how to recruit for a role. This policy applies to all employees involved at any stage of the Recruitment and Selection of staff but especially hiring managers and budget holders.

Template Owner & Version

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Employee lead:	Head of People, Facilities & Travel
Executive Director sponsor:	COO

This policy belongs to Comic Relief and applies to the registered charity and all group companies (including Charity Projects and Comic Relief Ltd). This policy is for **internal use only** unless you have permission from the Employee lead or ED sponsor to use externally.

Comic Relief is the operating name of Charity Projects, a company limited by guarantee and registered in England no. 1806414; registered charity 326568 (England & Wales) and SC039730 (Scotland). Comic Relief Ltd is a subsidiary of Charity Projects and registered in England no. 1967154. Registered offices: 1st Floor, 89 Albert Embankment, London, SE1 7TP. VAT no. 773865187.



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Part A: Policy Framework

1. Values

- 1.1. Please apply the Comic Relief Values as a set of guiding principles when you read and use this policy.
- 1.2. The Comic Relief Values are:
 - 1.2.a. Make it personal
 - 1.2.b. Share the stage
 - 1.2.c. Inspire a culture of generosity
 - 1.2.d. Have a sense of humour, always
 - 1.2.e. Make meaningful change
 - 1.2.f. Walk the walk
 - 1.2.g. Break down barriers.

2. Roles and Responsibilities

- 2.1. Employees must read and implement this Policy when involved in the Recruitment and Selection of a role at Comic Relief.
- 2.2. External Consultants and Recruitment Agents must comply with this Policy.

3. Implementation and review

- 3.1. **Consequences of non-compliance:** If you don't comply with this policy, there may be a negative consequence for Comic Relief. Your failure to comply will be taken seriously and investigated promptly and objectively. Comic Relief will take appropriate action where needed, which may include disciplinary action.

4. Related policies

- 4.1. This policy is to be read in conjunction with the following policies:
 - Organisational change Policy
 - Recruitment Guide 2020;
 - Diversity & Inclusion Policy; and
 - Safeguarding Policy.
 - Pay Policy

5. Further support

If you have further questions or feedback about this policy, please contact your HR Business Partner. You may also seek support from a mental health first aider or externally via the



Employee Assistance Programme by calling 0800 1079042 and quoting scheme number 72713. (This call is free from landlines.)

Part B: Policy Details

1. The policy objectives

- 1.1. Comic Relief recognises the importance of attracting, recruiting and retaining a high calibre, diverse, competent, flexible workforce, and is committed to delivering best in class candidate management, ensuring all applicants experience a consistent, fair and equitable assessment experience, irrespective of outcome.

2. Records and data collection

- 2.1. Records will be kept on all stages of the recruitment and selection process and retained by the People team for a period of 6 months and then disposed of securely. Our applicant tracking system will also store a digital candidate record for 6 months regardless of outcome, compliant with General Data Protection Regulation (GDPR). This system has undergone a thorough Data Protection Impact Assessment (DPIA) approval process.

3. Diversity and Inclusion

- 3.1. At Comic Relief, care will be taken to ensure that there is no discrimination on the grounds of race or ethnic origin, disability, gender or gender identity, caring responsibilities, sexual orientation, religion or belief, age or any other requirement that cannot be objectively justified. With this in mind, there are various initiatives throughout the recruitment process aimed at ensuring we reach the most diverse pool of candidates, and that we are behaving in a way that mitigates against unconscious bias, to ensure that the best candidate is successfully hired into the organisation.
 - 3.1.a. Where needed, Comic Relief will ensure that 'reasonable adjustments' are made to ensure candidates with disabilities are not disadvantaged as part of the recruitment process – we ask candidates to self-select into this consideration at the beginning of the process.
 - 3.1.b. The first stage of our current shortlisting process is name-blind and conducted without reference to CVs.
 - 3.1.c. Comic Relief operates under the Disability Confident Scheme to improve confidence of disabled (internal and external) candidates in applying for roles and to fulfil our aim of more inclusive recruitment
 - 3.1.d. We are proud to be a Living Wage employer and all our staff are paid in line with guidance from the Living Wage Foundation.



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- 3.1.e. Our Pay Policy contains a clear commitment to paying employees equally for the same or equivalent work
 - 3.1.f. We undertake equality pay audits in relation to gender and ethnicity. We also publish the results in line with Equality Act 2010.
- 3.2. If you disclose previous convictions to Comic Relief during the recruitment process, this will not automatically prevent you from working with us or for us.
- 3.2.a. Comic Relief is committed to ensuring the safety and well-being of all of those we engage with and specifically to safeguarding children and adults in vulnerable circumstances. As part of our approach to safe recruitment, Comic Relief does request information on past convictions as part of assessing an applicant's suitability for a post.
 - 3.2.b. When you apply for a role, you will be asked to make a voluntary disclosure of previous convictions. You should please respond honestly and fully to this question. If you disclose a conviction to us, we will consider this objectively and fairly in the context of the role you are applying for, and if appropriate, will contact you to discuss it further..
 - 3.2.c. If we make you an offer to work with or for us, we will conduct a Disclosure & Barring Service (DBS) check. The level of DBS check conducted will depend on the role and the level of contact with children and adults in vulnerable circumstances. We carry out DBS checks for all roles as there is potential for anyone who works for us or with us to come into contact with children and/ or adults in vulnerable circumstances (for example, where we engage with beneficiaries, visit projects and schools or organise events).
 - 3.2.d. If the DBS check reveals convictions you have not previously disclosed, we will discuss this with you. We reserve the right to withdraw any offer that has been made to you (or to take such other action, including dismissal, as may be appropriate in the circumstances).

4. Confidentiality

- 4.1. Through each stage of this policy, Comic Relief will seek to ensure that confidentiality is maintained.

5. Identification of Vacancy

- 5.1. When a resourcing need emerges, the Hiring Manager is responsible for creating a business case for the vacancy and seeking the necessary approval from their Budget Holder, their department's Executive Director (or the CEO for roles at Level 3 or above), their Finance Business Partner and the Head of People, Facilities and Travel. This should be created in collaboration with an HR Business Partner, who will assist in creating a scope of work, job



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description, and a benchmarked salary, and the completion of the 'Request for Resource' form.

- 5.2. Recruitment will not commence without the successful completion of the approval process outlined above, which will apply to permanent and fixed term positions

6. Advertising

- 6.1. All vacant roles will be advertised with a Job Description and Person Specification containing the essential and desirable skills knowledge and experience required for the role, as well as the salary range and post duration. Interview dates will be clearly sign posted where appropriate. [Template job descriptions](#) are available for roles at different grades within Comic Relief.
- 6.2. All advertisements will be specific to the role and comply with Comic Relief's Diversity and Inclusion policy, which is included on each job advert. All job adverts will include the statement "Comic Relief is committed to the highest levels of safeguarding. All posts will be subject to relevant background checks and successful candidates must adhere to Comic Relief's safeguarding policies as a condition of employment".
- 6.3. As a member of the Disability Confident Scheme, Comic Relief guarantees that any candidate with a disability who meets all the essential criteria as advertised in the job description will be guaranteed an initial interview.

7. Internal Recruitment

- 7.1. Comic Relief recognises the importance of professional growth and development for its workforce, and the ability to progress internally within the organisation or to take on additional responsibilities both present excellent opportunities for such development.
- 7.2. In doing so our approach will be:
 - 7.2.a. To provide opportunities, wherever possible, for personal development by advertising vacancies internally first, and reviewing internal candidates before considering external candidates..
 - 7.2.b. To ensure a fair and consistent approach to internal recruitment and opportunity, with clear and objective criteria for decision making, as stated in the job description
 - 7.2.c. To maximise the credibility of internal hires, by assessing their competence and suitability for a role through a transparent and competitive selection process
- 7.3. All job vacancies (whether fixed term or permanent roles) will be advertised internally to existing staff prior to external advertising, as posts may offer career advancement opportunities or are fixed term and may be appropriate for secondment. Exceptions may exist for business reasons when it would be



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appropriate to advertise vacancies internally and externally at the same time, and these will be clearly documented and communicated.

- 7.4. Staff who wish to be considered for a different role to the one they are currently fulfilling will be required to apply for the role as part of an internal recruitment process. No staff member will be automatically 'promoted' or laterally 'transferred' into a new or existing role without due process.
- 7.5. Internal Candidates will be subject to the same standards and criteria as external candidates. As an exception, an internal candidate who meets 90% of the criteria may be appointed at a lower salary.
- 7.6. Successful internal hires will not be subject to a probation period, but an internal reference from the candidates substantive manager may be obtained as part of the recruitment process.
- 7.7. All internal candidates, regardless of whether they are selected for an interview, will receive feedback from the hiring manager or HR on their application.

8. Staff at Risk of Redundancy

- 8.1. In line with the Organisational Change Policy, staff at risk of redundancy will be assimilated or ring-fenced prioritised for vacant roles that are considered a suitable alternative. Staff assimilated into roles will not be subject to an assessment process or trial period, and staff ringfenced into roles will be required to undergo an assessment but will not be subject to a trial period to assess their competence/ performance if successfully appointed. However, Employees have the right to a 4-week trial period if they accept a new role. If they need more time to train for the role, you can agree to a longer trial period. It must be agreed in writing and have a clear end date.
- 8.2. Fixed term staff with more than two years continuous service, will be eligible to be assimilated or ring fenced into suitable alternative roles that become vacant, if the vacancy arises in the three months **preceding** the end of their existing contract.
- 8.3. Fixed term contracts that are due to end before a vacancy is confirmed or live will not be eligible to have their contracts extended in order to maintain eligibility for the role, if that is the sole reason for extension.

9. Recruitment and Selection Process

- 9.1. Application:
 - 9.1.a. Applications will be submitted using s an online tracking system found at www.comicrelief.com/careers..



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9.2. Shortlisting

- 9.2.a. The shortlisting process will be based on the requirements of the post as defined in the person specification, assessing candidates against essential and desirable criteria. These criteria are tested for through (approximately) three application questions, which are generally free form 250-word answers.
- 9.2.b. The shortlisting process will involve the blind marking of candidate responses to a number of application questions, based on the criteria for the role, in duplicate or triplicate to ensure fairness and accuracy. This will normally include the Hiring Manager and at least one other staff member as standard.
- 9.2.c. Any candidate with a disability who meets all the essential criteria as stated in the JD is guaranteed an initial interview with the People Team.

9.3. Selection

- 9.3.a. A variety of selection methods will be considered, dependent on the nature of the role and the seniority of the post, but will typically involve at least one interview and a skills assessment. . All selection methods used will relate to job requirements, and all decisions will be based on objective criteria outlined in the job description. The Hiring Manager will agree the most appropriate selection process and method with advice from the People Team.
- 9.3.b. Interview panels will typically consist of 3 individuals, and the chair of the panel -usually the line manager of the vacant post - will be trained in Comic Relief's fair and transparent recruitment and selection techniques; where this is not possible at least one other member of the panel should be trained, and the chair briefed by HR.
- 9.3.c. Efforts will be made, where possible, to achieve diversity of representation on the interview panel in terms of gender and race. All interviews will include questions relating to safeguarding, our values and diversity and inclusion, to ensure alignment with Comic Relief's position and approach in these areas.
- 9.3.d. Candidates will be assessed by each individual involved in the selection process independently, and then discussed to ensure appointment is reached by consensus where possible, with the Hiring manager having the 'casting vote' if needed.

9.4. Feedback

- 9.4.a. Unsuccessful candidates will be given feedback via our applicant tracking system, Applied. We will endeavour to do this within 2 weeks of interviews being concluded.

10. Appointment & Pre-employment Checks



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- 10.1. On identification of a successful candidate, verbal and written offers of appointment will all be made subject to pre-employment checks including two satisfactory references, eligibility to work checks, qualifications where appropriate and satisfactory DBS clearance.
- 10.2. The DBS check must be initiated within the first week of the candidate starting. Previous convictions will not automatically prevent you from working with us or for us, and Comic Relief will manage information about prior convictions in line with clause 3.2 of this policy.
- 10.3. Where convictions are identified, this will be reviewed and discussed with candidates by an appropriate member of the People Team prior to making any decision about appointment. We will then conduct a risk assessment based on the following criteria:
 - 10.3.a. Whether the conviction relates to the responsibilities required by the role.
 - 10.3.b. Whether the conviction presents a potential risk to children, vulnerable adults or others the candidate may engage with as part of the role.
 - 10.3.c. Whether the conviction presents a risk to the reputation of Comic Relief.
- 10.4. Any decision about the future appointment will be approved by the Head of People, Facilities and Travel and the Head of Legal and Assurance and clearly documented on our records and communicated to the candidate.
- 10.5. We will ensure that any disclosure of a criminal conviction will be dealt with by us sensitively and that details are held confidentially with access typically restricted to the People, Legal and/or Safeguarding teams.

Once appointed, new recruits must agree and sign our mandatory policies and Safeguarding Code of Conduct and attend our mandatory training. All posts are subject to a probationary period of 6 months, as detailed in the probation policy Roles that are less than 6 months will be subject to a shorter probation period.