



Ravenstone Village Hall

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Recruitment of Staff

The board of trustees identifies the need for new member of staff. This may be because vacancies have arisen through resignations, or it may be that trustees have decided that one or more new members of staff with specific skills are needed to help run Ravenstone Village Hall more effectively.

The trustees will agree what skills, experience and knowledge are needed and write it down in the form of a short job description and person specification.

The trustees agree responsibilities and a process for recruitment; in doing this, they take care to comply with any specific requirements set out in Ravenstone Village Halls governing documents. Some of the work may be delegated to a sub-group of trustees, but the whole trustee board will remain in full control of the process and decisions.

Finding potential staff members

The trustees will consider the best methods of attracting a diverse range of candidates with the skills required.

Short-listing and interviews will take place against agreed criteria. Interviews will be carried out by a small panel of trustees, and each candidate will be asked similar questions to ensure a fair and objective approach. Notes will be kept of each interview.

Once a preferred candidate has been identified they will be offered the post, subject to references and approval by the full trustee board. Unsuccessful candidates will be notified and thanked for their interest. The successful candidate will be provided with a written contract of employment where required.

Vetting potential senior staff members

The trustees will check that the candidate has not been disqualified from employment within a charity, and the candidate will be asked to confirm in writing that this is the case. See RVH Disqualification Policy for further details.

The candidate will be asked to consider and declare any existing or potential conflicts of interest. In light of the checks and declarations, the trustees will decide to go ahead and formalise the appointment by issuing a written contract of employment.



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Policy History

Agreed by Trustees	Review Date	Reviewed By	Review Date	Reviewed By
12.10.20	1 st August 2026	J Abbott		