

## Resources for **small groups**

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### Employing staff

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Employing a first worker brings additional responsibilities for the Trustees: providing a safe environment to work in, organising payroll, support and supervision, etc. It can also mean a change of role for the Trustees: overseeing the work of the employee where once they might have carried out that work themselves. Potential difficulties can be minimised by careful planning. This page looks at the main areas that need to be considered before starting to employ someone.

#### Clarifying the post

Questions to be settled before employing a worker include:

- Why is the post needed?
- How will employing someone improve the services you provide to your users or members?
- What tasks will the worker do?
- What responsibilities will the worker have?
- How will the worker be managed?
- To whom is the worker accountable?
- Where do the boundaries lie between the worker and the Trustees?

#### Equal opportunities policy

The principles of equal opportunities make sure that the recruitment process is fair for all potential applicants and help the group get the best possible person by ensuring that suitable candidates are not discouraged or excluded from applying. Furthermore, most applicants have the right in law not to be discriminated against when applying for jobs. Groups should therefore have an equal opportunities policy which covers all aspects of the recruitment process.

#### Job description

A job description gives everyone a clear idea about what the worker will be expected to do. Typically, it includes:

- a brief statement about the overall purpose of the job;
- a list of tasks and areas of responsibility for the worker; and
- other important details such as the number of hours for the post, the salary scale, who manages the post, and details of any staff or volunteers supervised by the post-holder.

You will need to make a decision on what salary to employ the worker on. Many groups use NJC pay scales to decide how to grade the post and it is often worth asking around and looking at job adverts to determine what the appropriate grade for the post might be.

## Person specification

The person specification contains a list of essential criteria which applicants need to meet to be suitable for the post. You are aiming to discourage applications from people who would be unable to do the job, whilst ensuring that anyone who would be suitable is not discouraged or excluded from applying. The contents of the person specification might include:

- experience needed. e.g working in a similar post for a certain length of time, or doing a specific task such as fundraising, staff management, etc.;
- skills and qualities required to do the post, e.g. someone who can type, or drive or be able to deal with challenging clients;
- any specific qualifications you would expect the person to have, e.g. bookkeeping certificate or a social work qualification.

Include all of the criteria, but only those, that are necessary for carrying out the post, otherwise you may exclude capable applicants.

