

# Recruitment Policy



## 1. Introduction

The Isle of Man Football Association is committed to inspiring positive change through football. All our team members share this purpose and are dedicated to making meaningful impact through the sport.

We believe the highest performing teams are those with diversity and therefore we actively seek to attract candidates from a diverse range of backgrounds and experiences to enrich the organisation and enhance our ability to evolve and service the football community.

## 2. Purpose

The purpose of our Recruitment Policy is to clearly define the way we recruit into positions for both paid and voluntary roles. The principles and process set out within the policy will ensure the selection of the individual with the best skill set for the role, who presents alignment to our purpose and principles and who will positively add value to the future balance of the team and culture of the organisation.

## 3. Principles

The following principles are the foundation of all our recruitment activity and will be carried through the full process:

- Ethical decision making
- Respect for diversity
- Equal treatment for all
- Procedural transparency
- Adherence to The FA's Safeguarding 365 Standard, which includes safer recruitment.

## 4. Recruiting Process

### a) Vacancy Approval

- The creation of a new role, or replacement into an existing role at operational level requires approval from the CEO and the IOM FA Nomination's Committee.
- The creation of a new role, or replacement into an existing role at Director or Board level requires recommendation from the IOM FA Nomination's Committee and approval from the IOM Board of Directors.
- Both scenarios include approval of the salary banding for the position.

# Recruitment Policy



## **b) Job Descriptions**

- All roles will be described using the standard IOM FA Job Description template.
- All Job Descriptions will be reviewed by a minimum of two team members to ensure all expectations are written clearly and in gender neutral language, to ensure there is no implied bias in what is required within the role, prior to final approval by the relevant vacancy approval level noted in section 3 a) above.

## **c) Job Postings**

- All job openings will be advertised internally to provide transparency and opportunity for existing team members.
- Job openings that require expertise unavailable internally will be advertised externally using a variety of platforms to garner the broadest pool of candidates.
- All advertisements for roles in regulated activity paid or unpaid, must include the latest statement on safeguarding as set out by The FA's Safeguarding 365 Standard.
- All advertisements for roles will
  - include the statement *"if you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would still be interested in your application"*
  - state as an equal opportunities employer the Isle of Man FA welcome applications from all parts of the community;
  - avoid phrases which imply age restrictions;
  - be written in gender neutral language;
  - include key accountabilities, education and qualification criteria, personal attributes, skills and expectations; the salary band or mid-point salary, including if there is no salary;
  - contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the Isle of Man FA, if appropriate prior to the closing date;
  - specify a closing date for applications.

## **d) Method of Application**

- Applications will be made via a standardised application form plus any other additional requirements as set out in Job Posting and as relevant to the role.
- The application form will require candidates to agree to a DBS check if required.
- The application form will require candidates to provide the name and contact details of an employment reference and a character reference.
- Applications will be sent to the IOM FA Business Support Officer, who is responsible for confirming receipt, anonymisation of any personal data and forward pass to the short list selection panel.

# Recruitment Policy



## e) Short List Selection Criteria

- A minimum of two team members (not including the Business Support Officer) will review all applications resulting in a short-list of candidates to take forward to interview. We may on occasion utilise the expertise of a third person from one of the IOM FA Independent Advisory Groups, or an external partner to assist in this process.
- This review will include evaluation of the application form and other supporting documents against the expectations set out in the job description.
- Candidates who will not be taken forward for interview will be informed by a standardised email.
- Interviews will be arranged with the short-listed candidates.

## f) Organisation of Interviews

- Candidates that accept an interview will be advised of the date, time and meeting location (in-person or video), and any specific tasks to be undertaken as part of the interview process.
- Candidates will be asked to advise if any reasonable adjustments are required to enable them to participate fully in the interview process.
- Interviews will be conducted by a minimum of three team members.
- The interview panel must have visible diversity.
- Members of the interview panel who are related to or have a personal or professional connection to a candidate must declare this, so a joint decision can be taken as to their impartiality.
- Interviews may be conducted via the channel that is best suited to the individual circumstances such as in-person interviews on an appropriately accessible site, or via video call such as MS Teams, Zoom or Google Meet.
- All interviewers must have completed Equality, Diversity and Inclusion Awareness Training within the last three years.

## g) The Interview

- Interviews are a two-way assessment between the employer and candidate to mutually determine if the candidate is suitable for the role, and if the role and employer is right for the candidate.
- The appropriate interview structure and methodology will be determined as appropriate to the role. For example, some interviews may include observations of practical exercises. All reasonable adjustment requests will be considered as part of the interview process.
- The same structure and methodology will be followed for all candidates interviewing for the same role.
- All interviews will include ample opportunity to engage with the candidate and encourage two- way questions and conversation.

# Recruitment Policy



## h) Selection Criteria

- An appropriate scoring system will be agreed by the interview panel in advance of each interview and will be replicated for each individual candidate.
- The scoring system will vary dependent on the type of role.
- All scoring systems will include as a minimum a system to assess the ability of the candidate to fulfil the expectations of the role and to assess the positive future value of the candidate in relation to the balance and dynamics of the existing team, and organisational culture.
- All members of the interview panel are required to independently apply the scoring system ready to feed into post-interview assessment.
- One final record of each interview, including one set of agreed scores will be formally documented and retained in line with IOM GDPR regulation.
- The candidate with the over best score will proceed to the next stage of recruitment.

## i) Making the offer

- The successful candidate should be contacted in person most likely by telephone to verbally offer them the role.
- If the candidate is happy to proceed then a proposed salary, from within the advertised salary band, and package should be outlined.
- It must be clearly explained that the offer is subject to satisfactory completion of the following pre-employment checks:
  - Proof of identity
  - DBS application and clearance if applicable
  - Evidence of professional qualifications / certificates
  - Successful completion of an overseas police check if they have lived or worked outside of the U.K. within the last five years
  - Receipt of a satisfactory reference from the current employer and a satisfactory character reference.
- If the candidate remains happy to proceed, then the offer will be made formally in writing from the IOM FA CEO.
- At this point the IOM FA will initiate all pre-employment checks EXCEPT the request for references.

## j) Acceptance of the offer

- Receipt of the signed offer letter will evidence the candidate's formal acceptance of the position and the terms specified.
- At this stage the IOM FA will request references.

## k) Start dates and onboarding.

- The line manager will work with the individual to agree on a start date.

# Recruitment Policy



- The line manager will set-out a formal onboarding plan that will include all mandatory training and awareness requirements
- It is typical for formal onboarding to be completed within four weeks of the agreed start date.

## 5. Monitoring and Review

The Board of the IOM FA are required to attest to the application of this policy on an annual basis. In doing so the Board will need to satisfy themselves that the policy is being applied effectively. This may be achieved via involvement in the process or through data provided by the CEO. Any substantive changes to the policy are required to be reviewed and approved by the Board prior to implementation. The policy will be reviewed in full every three years.

End.