

Recruitment

Category:	Caring for people	Version:	1
Date of Issue:	01-11-08	Contact:	Finance & Legal Committee

Purpose

To guide decision-making regarding choosing candidates for paid worker positions and in some cases, key volunteer roles and traineeships.

Policy

1. The recruitment process should be appropriate and transparent.
2. Northey Street City Farm recognises the value and contribution of volunteers, who fill many roles that would be paid positions in other circumstances. A high level of importance is placed upon their proven commitment and contribution to The Farm, and the local skills and knowledge developed as a result. With one of the aims of The Farm being to provide a leg-up for our trained students and volunteers to gain employment within permaculture activities, our volunteers should be given every chance to obtain positions at The Farm. In the selection process, their commitment carries a lot of weight.
3. All permanent appointments are to be ratified by the Management Committee. The selection process used (see procedures below) and timelines should be established before the process begins.
4. Traineeships, which have run successfully through the Nursery, are a funded program where students can work five days a week at The farm, gaining hands-on permaculture and retail experience as well as mentorship, while completing a TAFE course. The Farm aims to take on one new trainee per year and to build capacity, or find new projects, to enable The Farm to keep them in employment on completion of their course.
5. Temporary replacements are for a finite period and are organised through the appropriate team, which should do their utmost to ensure the relative program/s continue with minimal disruption. This would normally mean appointing a volunteer or other staff member with the local knowledge, skill, relationships and proven commitment to ensure a seamless process, consistent with our policy of providing opportunities for our permaculture students and volunteers. The temporary positions may be advertised internally or externally at the discretion of the team coordinator. Placements over three months must be advertised externally, e.g., filling in during maternity or long-term sick leave, or task orientated initiatives funded through grants.

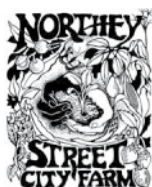
Procedures

1. The Farm has four options when recruiting:
 - a. **Selection by panel after wide recruitment** (*Courier Mail* advert etc.). This is an expensive option but necessary when the position requires specialised skills, fresh ideas, or is a permanent position at The Farm.
 - b. **Selection by panel after wide internal advertising**. This would be most likely where a high level of knowledge or experience at The Farm is required, and/or the position is not permanent.
 - c. **Appointment by team after internal advertising**. This would apply to short-term or casual positions of no more than one day per week, e.g., tutors, teachers, supervisors and/or where specific knowledge of The Farm is required.
 - d. **Appointment by team without advertising**. This would be for ongoing teaching/supervision positions or temporary replacements, where specific skills and knowledge are needed and either a bank of people or individuals already do this role, or have been identified previously as appropriate for the position.



policy and procedures manual

2. Position Vacant notices will be advertised internally, i.e., via newsletter, email, community notice board and word of mouth for a period of one month. The committee will then shortlist the applicants and decide whether further recruitment targeting the community at large will be necessary.
3. Shortlisted applicants will be contacted by telephone to arrange an interview time.
4. Applicants will be interviewed by the relevant team coordinator, a delegate from the team and a member of the Management Committee.
5. The references of the successful applicant will be checked by contacting the referees provided.
6. The successful applicant will be contacted by post with a formal offer to take up the position.
7. On the first day of work, the appointee will commence a full induction process. See Induction Checklist for details.



northey street city farm

• caring for people • caring for the earth • sharing the surplus •