

Economy Recruitment Policy

Version 1.0

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Policy became operational on: 23 March 2022

Next review date: December 2022

Introduction

This policy sets out *Economy's* approach to recruitment. It was originally a section of *Economy's* [Diversity, Inclusion and Anti-oppression Policy](#) and should be read in conjunction with that policy.

Aims

When recruiting for staff and trustee roles, *Economy* aims to:

- Treat all candidates for roles at *Economy* fairly, without discrimination.
- Acknowledge people's experiences will be different due to systems of power and privilege, both past and present and design our recruitment practices accordingly.
- Appoint a diverse range of thinkers, doers and speakers with a range of skills, ways of working and of viewing the world in order to create an inclusive team of talented people carrying out *Economy's* mission effectively and efficiently.
- Ensure that we do not reproduce the structural disadvantages that have historically been experienced in the economics and charity sectors by women and non-binary people, people of colour, people from working class and economically marginalised backgrounds and other marginalised groups.

Approach

We will achieve our aims in the following ways.

In the way that we **describe roles and write job descriptions**. We will:

- Create person specifications that foreground aptitude over education qualifications or career experience.

- Make it clear when formal qualifications are not essential, and if so, will not state that formal qualifications are desirable.
- For every role, consider whether, given *Economy's* aims, it is either an essential or desirable characteristic for the post holder to have experience of living as part of a community that has been historically excluded from power or otherwise marginalised, due to aspects of identity such as race, religion or class, or socio-economic factors such as economic marginalisation.
- Make clear what training and development opportunities will be available to the successful candidate, including to support them if they do not have all of the skills and experience requested in the person specification.
- Make clear what support is available for carers or people with disabilities through the interview process and when working at *Economy*.
- Ensure that job descriptions and person specifications are concise and tightly focused on the key requirements for a role and do not include responsibilities, skills or experiences that are not necessary to perform the role well. The person specification should be closely aligned to the responsibilities of the role.
- Include responsibilities for contributing to *Economy's* diversity, inclusion and anti-oppression aims in the job description for every role we recruit for.

In the way that we **make it known that *Economy* is recruiting**. We will:

- Post job adverts in places where they are more likely to be seen by people that have talents, skills or experiences that are under-represented at *Economy*.
- Ask partners to make opportunities known to the people they represent.
- Reach out to individuals with a particular perspective or experience and invite them to apply, including by paying for expert outreach where necessary.
- Be clear about the adjustments that we can offer disabled candidates and those with accessibility needs at both application and interview stage.

In what **we ask for in applications from candidates**. We will:

- Seek expert advice on the merits of name-blind recruitment or alternatively explicitly contextualised recruitment, and implement the recommended measures which arise from this. We will note the selected measures in the next version of this policy.
- Allow candidates to provide the information we request in the form of a CV and covering letter instead of an application form (although we will make

an application form available), and provide very clear instructions about what information we require from candidates.

- Ensure that the instructions in our application form are as clear as possible.

In the way that we **assess applications and interview for new roles**. We will:

- Consider joint, job-share applications.
- Understand that gaps in employment happen for a variety of reasons and can be positive for personal and professional development.
- Work on the basis that there are large systemic biases in how likely people from different backgrounds are to have a criminal conviction and that criminal convictions should not necessarily preclude people from future employment. In general we will not ask candidates about their criminal record unless there is a good reason to do so for a particular role. Candidates will be asked for a DBS check only if the role requires it.
- Work within lawful positive action provisions to set criteria for shortlists, so that candidates from under-represented groups in economics and the charity sector are preferred when they are of equal merit to other candidates.. All recruitment shortlists must include women, BAME candidates, and candidates from a working class background or who identify as working class. We will carry out targeted outreach to ensure that we can achieve this, and where necessary, re-open applications.
- Ensure that all interview panels include at least one person of colour and at least one woman. These are minimum standards; with larger panels there will be more expectation to have gender balance, inclusion of non-binary people, racial diversity and an attempt to reflect other aspects of diversity.
- Build discussion of unconscious bias and of this diversity, inclusion and anti-oppression policy into the preparation that members of interview panels undertake.
- Create interview environments that help people to shine. We will be clear to candidates that they should wear what they feel most comfortable in and that they will be given time alone with the interview questions before starting.
- Give very clear instructions about what is required of candidates at interview, including for any preparation they are asked to do in advance, and avoid making interview questions too lengthy or multi-faceted.

In the way that we **make** appointment **decisions**. We will:

- Ensure that there is a clear system for interview panel scoring that links to the job description and person specification and agreed organisational priorities for the role

- Prioritise aptitude and potential to succeed in the role over formal education and career experience in scoring candidates.
- When candidates are of equal merit, we will work within lawful positive action provisions to prioritise the appointment of candidates from under-represented groups.

Once people are in a role **we will provide support by:**

- Encouraging and facilitating flexible working options.
- Providing training and development where there are skill or knowledge gaps.
- Being proactive in ensuring *Economy* is making a positive contribution to health and wellbeing.

Recruiting for freelancer, volunteer and interim roles

As far as possible, we will follow these measures when recruiting for freelancers, volunteers and interim roles. However it may sometimes be necessary to design quicker and/or more light touch recruitment processes for these roles as a result of timescales or available resources.

In anticipation of the need for quicker recruitment for these sort of roles from time to time, we will continue to invest resources, as we have started to over the past two years, in building a diverse network of possible freelance and interim role candidates, by sourcing information about freelancers from diverse backgrounds and building our databases of possible candidates through call outs.

Where we are designing adapted processes for freelance, volunteer and interim roles we will:

- Prioritise a focus on diversity, inclusion and anti-oppression in the design of the process.
- When identifying candidates for these roles through our networks, we will clearly state that we are particularly seeking candidates who are women, non-binary people, people of colour or people from working class or economically marginalised backgrounds.
- Ensure that all short or long lists of candidates that we consider include women and people of colour.
- Where recruiting a single candidate is proposed, permission from the Chief Executive is required, a clear justification must be provided and the DIAO implications foregrounded in the decision-making process. We will not consider single candidates where they would not increase the diversity of *Economy*.

Summary of specific commitments in this version of the policy on which we will provide an update in the next version

The next version of this policy will be produced at the latest by a year after the approval of the current version. In the next version of the policy we have committed:

- To note the measures (e.g. name-blind recruitment, contextualised recruitment) that have been selected to improve our recruitment practices.