

# Staff Recruitment Policy

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## **Staff Recruitment Policy**

1. All Staff must be interviewed by the club chairman and one other member of the senior staff. The interview, at minimum, must cover the following:
  - a. The job roles and responsibilities.
  - b. The club's aims and objectives.
  - c. The collection of references.
  - d. Discussion about any previous experience and qualifications.
  - e. Discussion about our staff development programme, including in-house training and FA qualifications.
2. When it is sure that the staff member will be employed, either on a voluntary or paid position, the Welfare Officer will take identification from the applicant and perform a CRB check through the FA.
3. The Welfare Officer will make available to the staff member all of the clubs policies and procedures which must be read and understood.
4. All new staff members will work with a senior coach for some time, until it is seen that they have developed a relationship with our young people and that they understand the club's methods.
5. All staff must attend our weekly staff meetings.