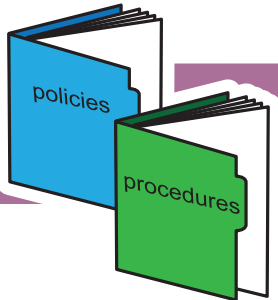


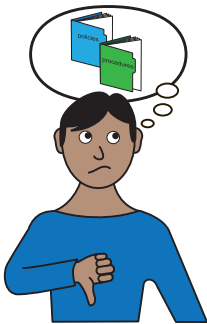


policies and procedures

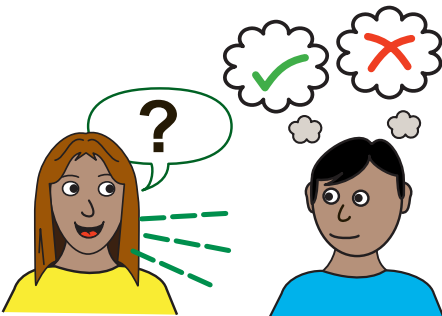


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

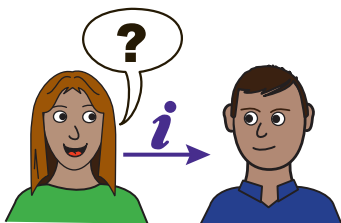


The policies and procedures also tell us what to do if something goes wrong.

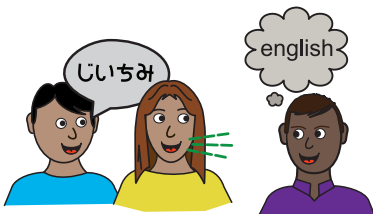


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.

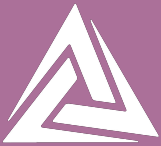


phone: **0113 234 6040**
text: **07531 215 999**
email: **governance@pyramid.org.uk**

Recruitment and Selection Policy

This policy explains our rules for choosing new people to work at Pyramid.

Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.				
Clarifications					
Who does this policy / procedure apply to?	Anyone interested in a paid role at Pyramid.				
Related policies and procedures	Equality, Diversity and Inclusion Policy				
Who is responsible for this document?	<p>The Operations Manager is responsible for making sure that this document is kept up-to-date with accurate information, and that it is made available to anyone who wants to read it.</p> <p>The Board of Trustees have a legal responsibility to ensure that Pyramid has appropriate policies and procedures in place.</p>				
When was this document last checked?	<p>The Trustees review all Pyramid policies and procedures on a rolling basis, and more often as required (for example, if there is a change in the law, or an incident review).</p> <p>This document was last checked by the Trustees on 18 January 2021.</p>				
Who to contact	<p>If you have a question about this policy, or need support to understand it, please contact the Operations Manager.</p> <table data-bbox="479 1575 1161 1669"> <tr> <td>Email</td> <td>Phone</td> </tr> <tr> <td>governance@pyramid.org.uk</td> <td>0113 234 6040</td> </tr> </table>	Email	Phone	governance@pyramid.org.uk	0113 234 6040
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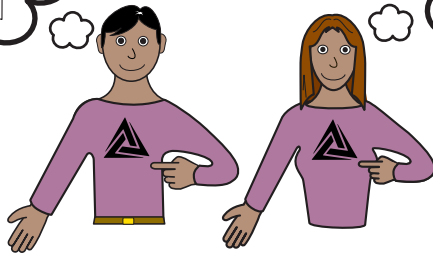
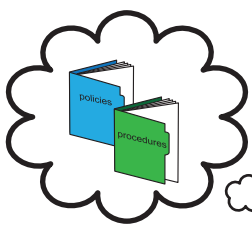


Pyramid Recruitment and Selection

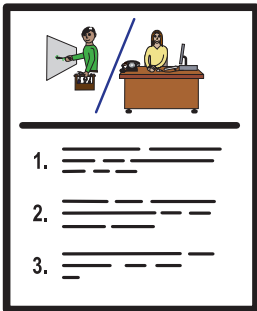


policies and procedures

This policy explains our rules for choosing new people to work at Pyramid

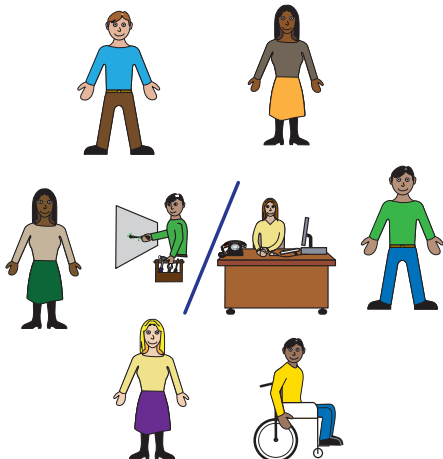


We also have an Equality, Diversity and Inclusion Policy which is important when choosing new people, to make sure that we are being fair to everyone who wants to apply for a job with us.



Every job at Pyramid has a job description. This is a short description of what the work is, and list of the skills someone needs in order to do the work.

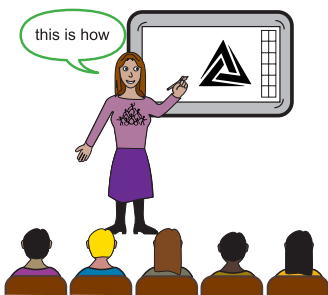
We will make sure that the **job description** is accurate and doesn't ask for anything more than is needed to do the work.



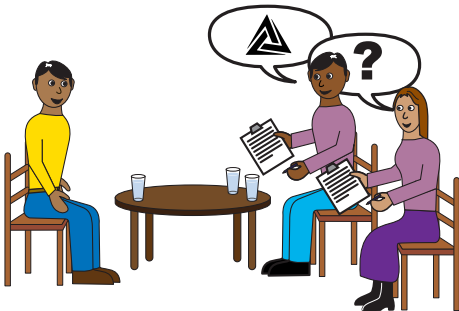
We will advertise in a wide variety of places to make sure lots of people from different backgrounds find out about the job and have the opportunity to apply.



We will include an equal opportunities monitoring form with our job application packs so we know if we are reaching a wide range of people from different backgrounds.

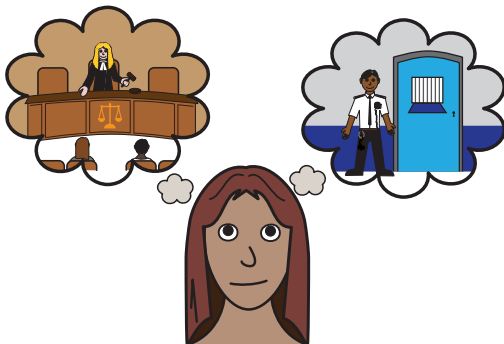


We will train the staff responsible for choosing new people to make sure they do not discriminate.



We will try to make the interview process as relaxed as possible, to allow the people who have applied to function at their best.

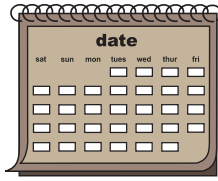
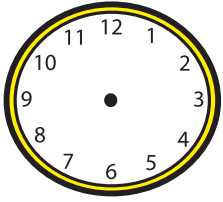
We will make sure the questions we ask are related to the job.



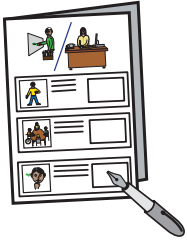
We will consider applications from people who have a criminal record and decide if this is relevant, depending on the job they have applied for.



Time-scales



When a core staff member decides to leave, we will aim to have a new person to do the job within **10 weeks**:



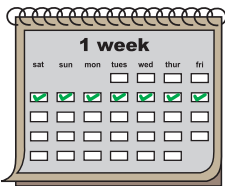
2 weeks

To prepare an advert and job application pack, decide interview date



2 weeks

Advertising – including but not limited to Arts Jobs; Leeds City Council; Voluntary Action Leeds



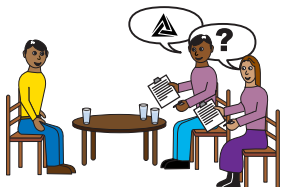
1 week

Closing date is one week after advert withdrawn

names	
David	✓
Elizabeth	✗
Carl	✗
Deborah	✗
Rose	✓
Tony	✓

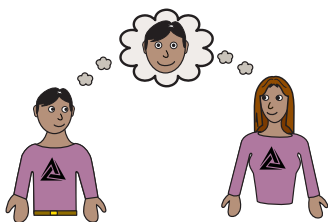
3 days

Shortlisting completed within 3 days of closing date



1 day

Interviews (no more than one week after closing date)



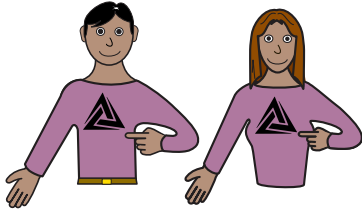
4 weeks

The person we choose may need to stay in their current job for a set amount of time (a “notice period”) before they can start working for Pyramid. Usually this is 4 weeks.

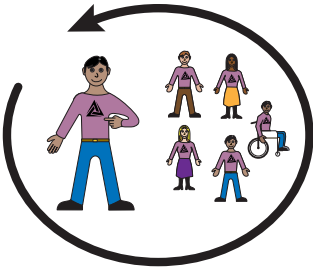
If we are advertising a new job then we will use the same time-scale.



Freelance workers ('freelancers')



Freelancers are people who work for Pyramid for fixed periods of time. For example, the artists and core workers who lead our groups.



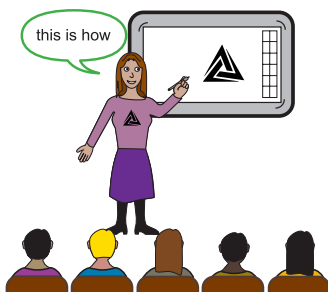
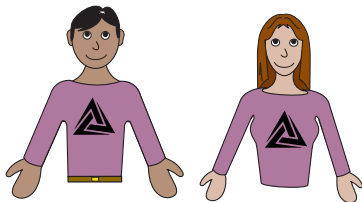
We will advertise every year for new freelancers to join our team.



We look for freelancers with different creative skills, to make sure our groups can access a wide range of art forms.



We cannot promise that freelancers will get paid work at Pyramid. It depends on what projects we are doing and who has the right skills to lead the project.



We will offer the freelancers free access to our training programme.