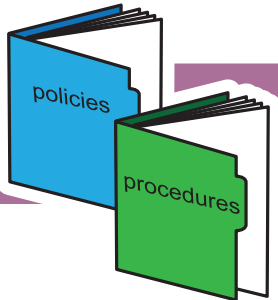


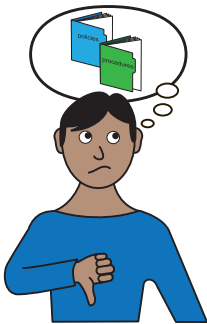


policies and procedures

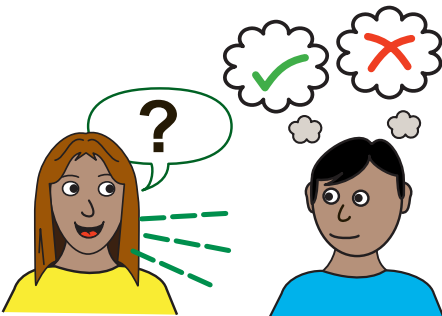


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

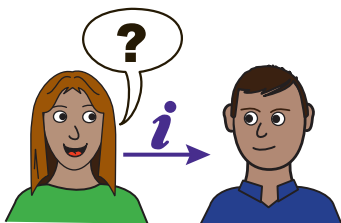


The policies and procedures also tell us what to do if something goes wrong.

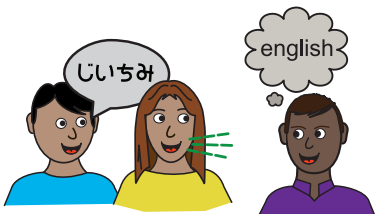


It is important that everybody at Pyramid can access and understand our policies and procedures.

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**

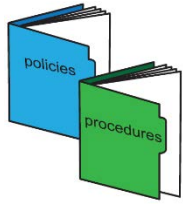
Recruitment and Selection Policy

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

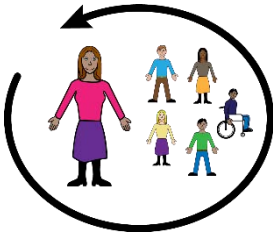
Key terms / words	Please use the glossary of policy terms for definitions of key terms used in our policies and procedures.
Clarifications	
Who does this policy / procedure apply to?	<ul style="list-style-type: none"> • Anyone interested in a paid role at Pyramid • Pyramid workers, trustees and members involved in the recruitment and selection process
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 04 March 2024.</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> <p>Email governance@pyramid.org.uk</p> <p>Phone 0113 234 6040</p>



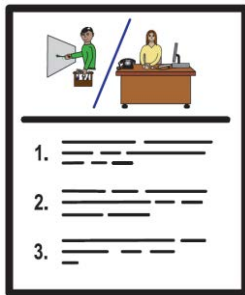
Recruitment and Selection Policy



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

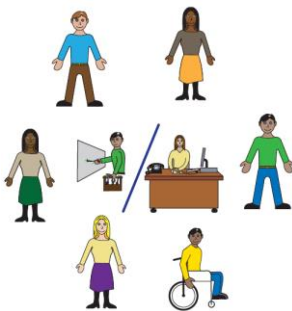


We also have an **Equality, Diversity and Inclusion Policy** which is important when choosing new people, to make sure that we are being fair to everyone who wants to apply for a job with us.

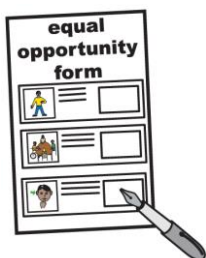


Every job at Pyramid has a **job description**. This is a short description of what the work is, and list of the skills someone needs to do the work.

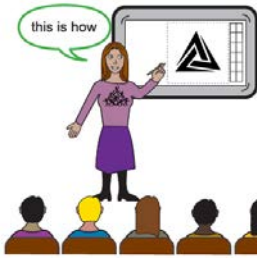
We will make sure that the job description is accurate and doesn't ask for anything more than is needed to do the work.



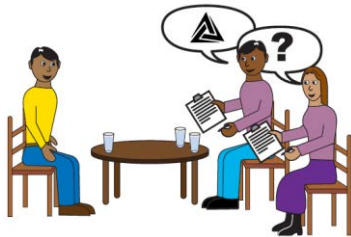
We will **advertise** in a wide variety of places to make sure lots of people from different backgrounds find out about the job and can apply.



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.



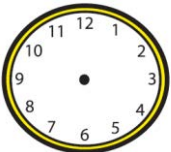
We will try to make the **interview process** as relaxed as possible, to allow the people who have applied to function at their best.

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

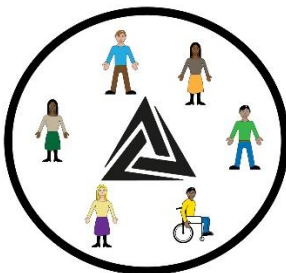


We will consider applications from people who have a **criminal record** and decide if this is relevant, depending on the job they have applied for.

Timescales for Recruitment

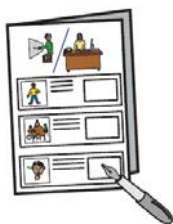


When a **core staff** member leaves, or when we have a new work available, we will work to the following timescales.



3 weeks

To review our organisational structure and processes. This means deciding if we already have staff who could do the work, or if the job description should be changed before we recruit somebody new.



2 weeks to:

- prepare an advert and job application pack
- decide who will do the shortlisting and interviews
- set interview dates



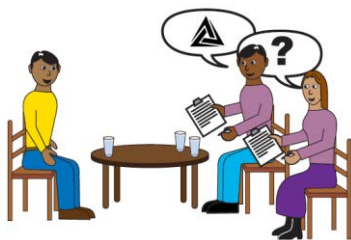
3 weeks

Advertising the job. We will aim to advertise widely across local networks, and when possible, include an advert with Arts Jobs, Leeds City Council, Doing Good Leeds.

Choose	
Alfred	✓
Gwen	✗
Fozia	✓
Marcus	✗

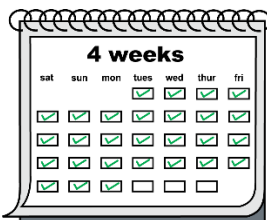
3 days

We will complete shortlisting (choosing who to interview) within three working days of the closing date.



1 day

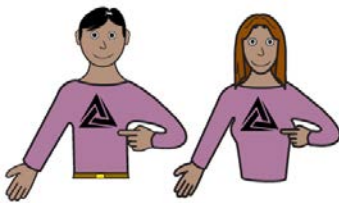
Interviews (no more than one week after closing date).



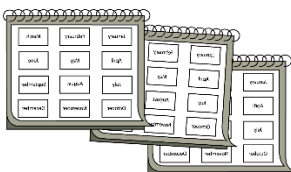
4 weeks

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.

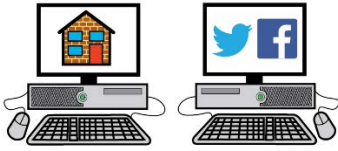
Freelance Workers ('freelancers')



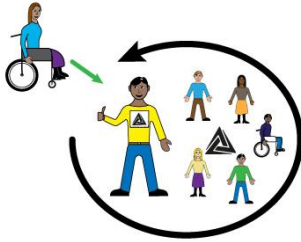
Freelancers are people who work for Pyramid for fixed periods of time. For example, the artist facilitators and core workers who lead our groups.



We usually advertise once a year for new freelancers to join our team.



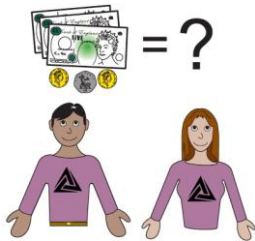
We use local arts networks (e.g. Arts Together, LAHWN) and social media to let people know when we are recruiting.



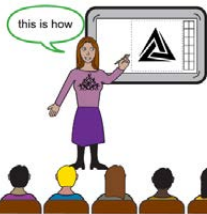
Freelance artists can also contact us at any time, to say they are interested in working with us.



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 freelancers free access to our training programme.