



STAFF RECRUITMENT POLICY

Policy:	Admission
Approved By:	Board of Trustees
Approval Date:	07.11.2023
Next review Date:	06.11.2025
Policy Holder:	IBTC

1. Purpose

The purpose of this policy is to define the criteria and conditions for recruiting voluntary workers and volunteers for the International Bible Training College (IBTI) and to emphasise the importance of continual professional development (CPD) for its voluntary workers.¹ It is an integral part of the college culture that promotes CPD for its voluntary workers and supports them in their career and ministry development.

2. Availability of the policy

The Principal will ensure that the policy is available to all relevant staff and trustees.

3. Scope / Limits

This policy applies to the recruitment of residential voluntary workers and regular volunteers who apply to volunteer at the IBTC or who are approached by the IBTC to become residential voluntary worker or a regular volunteer.

4. Principles

As defined in the college Mission and Vision Statements (see the IBTI website: www.ibti.org.uk), the IBTC is committed to training men and women for the work of Christian ministry.

The college is a member of the UK Evangelical Alliance, having accepted its statement of beliefs and faith. As part of their Charity Trust Deeds the IBTC have also their own statement of beliefs and faith. Therefore, the college will consider volunteer or voluntary worker applicants who are able to contribute to the aims of the college and reserves the right to deny, on the grounds of this statement, applicants who blatantly and evidently live in ways contrary to these values.

As we are a college staffed almost entirely of volunteers or voluntary workers we seek to recruit those who serve the college out of a desire to contribute to the vision and mission of the IBTC and not expecting to receive anything in return.

If the applicant does not have the necessary residential status to volunteer in the UK the college will only accept legal and valid official documentation that demonstrates the applicant's qualifications to enter and volunteer in the United Kingdom.

Those staff members who are contributing to the running of the college as their main occupation are classed as voluntary workers² and will be provided with full board and accommodation on campus.

¹ International Bible Training College a company Limited by Guarantee registered in England and Wales. Company Number 10716786, Charity Number 1173899, Operating as: International Bible Training Institute.

² As <https://www.legislation.gov.uk/ukpga/1998/39/section/44/2013-06-24>



The IBTC Management Team will ensure that the policy is made available for the personnel involved in the admission process and all applicants.

5. Review of the policy

The policy will be reviewed regularly and revised as and when necessary in response to feedback from volunteers or voluntary workers, changes in our practices, new requirements from regulatory authorities or external agencies or changes in legislation.

The bi-annual review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly.

At present we are unable to accept volunteers who do not have the legal right to remain in the UK we are unable to accept those who need visas to enter or remain in the UK.

6. Staff appointment procedures

The Principal and HR manager evaluate the current personnel situation in relation to both present voluntary workers that wish to renew their commitment, new vacancies and future needs. This should take place in sufficient time to prepare adequate staffing for the next academic year.

a) Recruitment of managerial voluntary workers follows these steps (This is done in consultation with the Board of Directors and with their final approval)

- 1st – Renewal of current managerial voluntary worker roles
- 2nd – Filling of a managerial role from current voluntary workers
- 3rd – Identifying an external candidate if necessary
- 4th – Combining the role with another manager's existing role.

b) Recruitment of voluntary workers (non-managerial)

- 1st – Renewal of current voluntary roles
- 2nd – Filling of a role from current voluntary workers
- 3rd – Identifying an external candidate if necessary

c) External recruitment of voluntary workers (non-managerial) or volunteers

- Our website provides contact details for self-candidacy.
- Volunteers (not voluntary workers) may be taken at any time during the year to support an existing voluntary worker role.

d) Task descriptions, agreements, handbooks and policies

- All recruited staff receive a volunteer agreement, a task description and a voluntary worker handbook.
- All recruited staff will be inducted in their role and the relevant policies
- a DBS check will be applied for, and the candidate will not be involved in any activities requiring this until it has been received.

7. Continual Professional Development (CPD)

At IBTC, we recognise the significance of fostering a dynamic, committed, and well-equipped workforce. As a college dedicated to vocational and academic excellence and spiritual growth, we understand that our staff members and volunteers play a crucial role in achieving these objectives. Therefore, we place a strong emphasis on CPD as an integral component of our staff recruitment policy.

We believe that investing in the professional growth and spiritual development of our team members not only enhances their abilities but also contributes to the overall advancement of our college's mission. As such, we encourage our staff to actively engage in CPD opportunities, which may include workshops, webinars, conferences, courses, and other relevant activities.

By embracing CPD, we ensure that our staff remains at the forefront of their respective fields, bringing the latest knowledge and skills to our college while maintaining a strong Christian ethos. This commitment to growth and development aligns with our core values and our aspiration to provide the highest quality of education and support to our students.

8. Mechanisms for Feedback

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to our IBTC's Data Protection Officer, at policies.data@ibti.org.uk.

STAFF RECRUITMENT PROCEEDURE

The Principal and HR manager evaluate the current personnel situation in relation to both present voluntary workers that wish to renew their commitment, new vacancies and future needs.

e) Internal recruitment of managerial voluntary workers

- HR manager and/or the Principal review current voluntary workers' future commitment during supervision or review sessions.
- The principal and HR manager liaise regarding present voluntary workers' future commitment in their present or a different role.

1) Renewal of current managerial voluntary workers roles

- If a voluntary worker manager wishes to renew their commitment, the principal and/or HR manager have a more in-depth interview with the candidate to explore the appropriateness of the renewed commitment.
- Both the Principal and HR manager take time for consideration before coming to a definite decision.
- The decision is then communicated to the candidate.
- If the decision is positive, HR manager begins the process of renewing the position (preparation of documentation, application of visa extension if required,³ etc).
- Trustees/Directors will be kept informed of this decision

2) Filling a managerial role from current voluntary workers

- If a current managerial voluntary worker will not be continuing in their role, the Principal and HR manager evaluate the vacancy and consider and discuss other possible candidates among the existing staff or among known people.
- If the possible candidate is not currently holding a managerial position but are already part of the staff, the Board of Directors will be involved in the decision-making process.
- If a suitable candidate is identified, they are approached by the Principal and/or HR manager and presented with the possible role.
- If the candidate is happy to proceed further an interview is held by the Principal and HR manager to explain the specific role, terms and conditions.
- If the candidate accepts the role, the process of engagement and induction about the role will begin. (preparation of documentation, application of visa extension if required,⁴ changes to task descriptions, induction, etc).
- If the candidate declines the role:
 - i. another internal candidate may be approached, and the process is repeated.

3) When there are no suitable internal candidates for a managerial role

- The Board of Directors will be involved in the decision-making process.
- An external candidate who has expressed interest in volunteering may be approached by the principal and/or HR manager
 - i. If a suitable candidate is identified as they will be presented with the possible role.

³ This will be a necessary procedure for all non-UK personnel taken on after December 2020 who do not automatically have the right to stay in the UK.

⁴ This will be a necessary procedure for all non-UK personnel taken on after December 2020 who do not automatically have the right to stay in the UK.

- ii. If the candidate is happy to continue further an interview is held by the principal and HR manager to explain the specific role, terms and conditions.
 - iii. If the outcome of the interview is positive the HR manager will start the volunteer application process by sending/emailing appropriate documentation to be completed by candidate (volunteer application form, self-declaration form, CV request, ID and personal testimony⁵).
 - iv. If the candidate accepts the role and all documentation is received and is in order the HR manager makes initial evaluation and discusses final decision with the Principal.
 - v. The process of engagement and induction in the role will then begin including application for DBS check if they are resident in the UK.
- If no suitable candidate is identified in this way the role vacancy may be advertised informally by word of mouth among IBTI students, staff and Board members and points i – v will be followed.
 - This is usually sufficient but if the role is not filled through this process the role will be combined with another manager's existing role.

f) Internal recruitment of voluntary workers (non-managerial)

- This follows the same procedure as point 1) Internal recruitment of managerial voluntary workers with the exception of the involvement of the Board of Directors

g) External recruitment of voluntary workers (non-managerial) or volunteers

Our website also provides contact details for self-candidacy.

- Self-candidacy emails are received by the HR manager via the IBTC website.
- HR manager makes initial screening of requests, filtering those that merit further consideration.
- HR manager discusses the requests that require further consideration with the Principal.
- HR manager will communicate the decision to the candidate via email.
- If they are considered for the vacancy the HR manager will start the volunteer application process by emailing appropriate documentation to be completed by candidate (volunteer application form, self-declaration form, CV request, ID and personal testimony).
- Once all documentation (including self-declaration form and references) is received HR manager makes initial evaluation and then discuss final decision with the Principal.
- If the candidate is accepted HR manager communicates to the candidate the decision in writing (via email) and begins preparatory arrangements to cover the position (agreement on start date, preparation of documentation including application for DBS check if they are resident in the UK, task description, induction, etc..).

h) Task descriptions, agreements, handbooks and policies

- A volunteer agreement, a task description and a voluntary worker handbook are either sent to the candidate via email or given in person upon arrival.
- On candidate arrival:
 - the candidate is entered into the school register as a volunteer.

⁵ Once there are clear guidelines on the recruitment of overseas volunteers needing visas this step will be included in the procedure

- the candidate is inducted into the role they have been accepted for and the department manager will ensure they have understood all relevant policies.
- A DBS will be applied for if this process hasn't already started.

Staff Document Procedure

