



## First Steps to Employing Staff....

### Voluntary Arts Ireland Checklist for Voluntary Arts Organisations Considering Employing Staff (*Northern Ireland*)

Has your voluntary committee been wondering whether to take on a dedicated member on a paid basis? This Checklist of things to consider when taking on staff member for the first time is designed to work with the Voluntary Arts Signpost for voluntary arts organisations considering employing staff.

 <b>WE HAVE TAKEN INTO CONSIDERATION</b>	
<i>(1) Pre-Recruitment...</i>	
• our constitution (does it place any limits on employing staff?)	
• our strategic direction/plan (how will it link to the job description?)	
• our committee (who will be responsible for induction, day-to-day supervision, training and work review)	
• our finances (overall soundness, is post funding dependent?)	
• full cost of employment (includes wage + employer NICs + mileage + subsistence + light + heat + recruitment costs etc)	
• location of employment (space, equipment, accessibility etc)	
• area of work (car + driving licence, evening work etc)	
• contract length & nature (full-time, part-time, secondee etc)	
• structure	
<i>(2) Recruitment &amp; Selection...</i>	
• the legal requirements involved in recruiting staff	
• what the job involves and written up a job description	
• qualifications & experience needed to do the job, written up a person spec	
• whether PECs required (if dealing with children, young people and/or vulnerable adults)	
• whether to use an application form and/or request CV/cover letter	
• what to include in the application pack and put it together	
• who will be responsible for dealing with requests for application material	
• the length of time the recruitment process will take	
• who will be on the interview panel & notified them	
• a date for receipt of applications, shortlisting & holding interviews	
• where to hold the interviews (distance, accessible venue etc)	
• how many references we require & have checked them after selection	
• what should appear in the job advertisement and written it up	
• where best to advertise the job and submitted the details (equality issues)	
• when the job will start	
• relevant, appropriate list of questions covering all elements on person spec	
• letters of offer & regret (for both applicants AND interviewees)	
• Data Protection Act compliance	
• induction material and who will be responsible for the induction process	
• what happens if the chosen/reserve candidate does not take up the position	

*Continued overleaf*



## WE HAVE TAKEN INTO CONSIDERATION



### *(3) Wages & Payroll..*

- legal environment with regard to pay
- the pay bands to offer taking into account comparable positions
- how often the new staff member will be paid (by month, week/fortnight)
- registering as a new employer with the Inland Revenue & contacted the New Employers Helpline for information pack and support
- setting up a payroll system and have set one up
- requesting a P45 from the new staff member
- providing wage slips to staff members with correct details
- making National Insurance and tax returns to the Inland Revenue
- mileage, overtime, time-off-in-lieu, subsistence rates, pension entitlements and advised the new staff member of what they are and how to claim

### *(4) Employee's Rights & Benefits...*

- providing employers' liability insurance & have obtained it
- leave entitlements: holiday, parental, maternity, sick etc
- hours of work & flexi-time arrangements, if appropriate
- equality & accessibility regulations
- notice period required
- grievance & disciplinary procedures
- redundancy terms and conditions
- health and safety requirements
- contracts of employment & ensured that the new staff member has received one within two months of taking up employment.

### *(5) Ongoing Organisation Development*

- ongoing training and development requirements of staff member
- staff, volunteer and committee roles