



First Steps to Employing Staff....

Voluntary Arts Ireland Signpost for Resources 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? Employing staff is a big step and this signpost is here to equip you with contacts and guidance to help the committee make the transition to employer. Employment law and regulations change so most of the links are to websites that continually update their information. Don't forget to talk to other people – either those who have taken on staff or see further contacts below.

	
Recruitment & Selection	See www.vaireland.org VAN Briefing Series:
◆ job descriptions ◆ person spec ◆	No. 47 'Taking on Paid Staff – How do we do it? – I. Recruitment'*
advertisements ◆ interview panels ◆	No. 48 'Taking on Paid Staff – How do we do it? – II. Selection & Induction'*
letters of offer ◆ equality monitoring ◆	See: www.nicva.org 'A Guide to Good Employment' Chapter 2 (Recruitment and Selection)*
induction ◆ POC (NI) ◆ DPA ◆ legal	See www.vaireland.org VAN Briefing Series:
requirements	No. 82 'Child Protection I – An Introductory Guide'*
	No. 83 'Child Protection II – Putting Child Protection into Practice'*
	See: www.informationcommissioner.gov.uk - for information regarding Data Protection arrangements
Wages & Payroll	See: www.nicva.org 'A Guide to Good Employment' Chapter 6 (Salaries & Wages)*
◆ salary scales ◆ equal pay ◆ P45 ◆	See: www.nicva.org for NJC paycales (local government) updated yearly
national minimum wage ◆ NICs ◆	See: www.vaireland.org/artsjobs to check for comparable positions – pay & conditions
PAYE ◆ registering as an employer ◆	See: www.inlandrevenue.gov.uk/nmw/ for National Minimum Wage Information
◆ Payroll systems ◆ wage slip ◆	See: www.inlandrevenue.gov.uk/newemployers/tmabeing-a-new-employer.shtml - comprehensive
pay review ◆ cost of living increase ◆	information about registering as an employer; paying someone for the first time; payment of National
overtime ◆ mileage	Insurance Contributions (NICs) and PAYE.
	<i>New Employers' Helpline</i> T: 0845 60 70 143. Textphone: 0845 60 21 380. (calls charged at local rates)
Employee's Rights & Benefits	See: www.dti.gov.uk/employment/index.html for Employment Matters. Government signpost website
◆ leave ◆ pay & taxes ◆ health & safety	For employers and employees

◆ hours of work ◆ equality ◆ fair treatment ◆ contract of employment ◆ notice ◆ disciplinary procedure ◆ redundancy ◆ pension ◆ insurance....	See www.direct.gov.uk/en/Employment/Employees/index.htm for UK-wide employment rights See: www.adviceguide.org.uk/nireland/life/employment_northern_ireland.htm - NI employment rights See: www.hse.gov.uk for Health and Safety regulations & guidance See: www.equalityni.org for equality resources: equal pay, equality monitoring etc See: www.lra.org.uk for employee relations information, legislation updates, free training, advice & codes of practice.
Points to ponder	See “ Managing Staff & Volunteers ” article on www.diycommitteeguide.org for good practice on effective staff management for voluntary committees
◆ good practice in staff management ◆ volunteer & staff roles ◆ training ◆ supervision ◆ appraisal ◆ governance vs. Management	See: www.lse.ac.uk/collections/CCS/publications/Small-Agencies-pubs/small-agencies.htm ‘Juggling on a Unicycle’: Building the Capacity of Small Voluntary Agencies Project.* See: www.vaireland.org ‘training & workshops’ listings for training opportunities in the Voluntary Sector See: www.co3.bz – CO3 Chief Officers 3 rd sector (NI – formerly ACOVO). Offers networking, training and support / advice for voluntary & community sector chief executives. See: www.aandb.org.uk - Arts and Business Northern Ireland for range of services particularly professional development programmes ie Skills bank and Board bank
Contacts – Voluntary Sector	Voluntary Arts Ireland , 12 English Street, Downpatrick, BT30 6AB T: 028 4483 9327 E: info@vaireland.org W: www.vaireland.org NICVA , 61 Duncairn Gardens, Belfast BT15 2GB T: 028 9087 7777 W: www.nicva.org Volunteer Development Agency , 129 Ormeau Road, Belfast, BT7 1SH T: 028 9023 6100 E: info@volunteering-ni.org W: www.volunteering-ni.org See “ Managing Staff & Volunteers ” article on www.diycommitteeguide.org



Voluntary Arts Ireland prepared this signpost to help voluntary arts group committees to develop the capacity to take on paid staff. Websites have been chosen because most of these are updated with changes in employment regulations. Sources marked * contain general principles of good practice but legal content may be dated or not NI-specific. The information on these websites is comprehensive and it is our wish that it is complete, up-to-date and accurate. However it is always useful to get the advice. Please report broken links to: info@vaireland.org We would like to thank the Arts Council of Northern Ireland for supporting the development of this signpost

