



Disability Sport Wales

Application Pack:

Performance Pathway Hub Coordinator

Dear Applicant,

Re: Performance Pathway Hub Coordinator

Reference: DSW012021

Thank you for your enquiry in relation to our Performance Pathway Hub Coordinator vacancy. Please find enclosed a recruitment pack for the post.

The deadline date for applications is **Friday 12th February 2021**. Interviews will be held on **Wednesday 24th February 2021**. If you are shortlisted you will be invited to attend an interview virtually by **Wednesday 17th February 2021**.

Please return application form, CV and equality monitoring form to:

office@disabilitysportwales.com

We welcome applications in Welsh or BSL video. If you would like to make an application using an alternative accessible format please contact us in advance using the email address above.

If you have any questions about the process that is not covered this pack, please do not hesitate to contact me on the number outlined below. We look forward to receiving your completed application.

Best wishes and kind regards,



Name: Gemma Cutter

Role: Performance Pathway Senior Officer

Mobile Number: 07458 031 778



Name: Nathan Stephens

Role: Performance Pathway Senior Officer

Mobile Number: 07918 716345

Disability Sport Wales Recruitment and Employment Process

Disability Sport Wales seek to provide an open and transparent recruitment and appointment process, which is fair to all, and considers those individuals who will bring the best skills, competencies and knowledge to the post, and add to the scope of DSW as an organisation.

The process from identification of the need for the role through to appointment, monitoring and review is identified schematically below. Further detail with regards to each stage of the process is identified within the *DSW Recruitment Policy 2020* (appended to this pack).



Performance Pathway Hub Coordinator Recruitment Process

You are asked to complete an *Application for Employment* Form (pages 8-16 in this pack) outlining information relevant to your experience and the details of the post outlined in the *Role Description* (pages 4-6 in this pack).

- You are also asked to provide a current CV. Could you please place personal details on a separate front sheet as this will be detached as part of the equalities and monitoring process.
- If you would like to submit the Application for Employment Form via a BSL video, please do so, including all the information required.

Also, please return the *Equal Opportunities Monitoring* Form (pages 14 – 16 in this pack). **Please note that this information is anonymous and confidential.**

- Please send this information in a separate file attached to your email, entitled CONFIDENTIAL. This information will then be separated from your application form and considered ONLY for equality monitoring of the DSW processes and demographic through the recruitment phase.

Disability Sport Wales are a Disability Confident Employer, and welcome applications from everyone who considers themselves to be eligible for the role. We will work with all candidates and employees to ensure that they are supported to perform to their full potential.

If you would like to discuss alternative ways to submit your application please contact Gemma Cutter on 07458 031 778 (text or call).

On receipt of your Application for Employment Form, a decision will be made about whether you are shortlisted, and therefore invited to attend an interview.

For this post there will be a virtual interview with a panel.

All virtual interviews will be held using either Zoom or Microsoft Teams. You will be sent the link when you are invited to the interview.

A decision about whether you have been successful in your application for the role will be made after all the interviews have been held, and the applicant who is going to be invited to take up the role will have been contacted and has accepted the role.

Applicants who, on this occasion, have not been successful will be notified in writing (or other appropriate and accessible format), and offered the opportunity for feedback discussion with one of the DSW panel members involved with the interview process.

Role Description:

Performance Pathway Hub Coordinator

Responsible to:	Performance Pathway Senior Officer
Salary:	£24,000 pa
Contract:	12 months full time initially with the possibility of extension
Based at:	Flexible, Cardiff, Deeside or home-based with travel within Wales and where required (and when safe to do so)

Background:

The Federation of Disability Sport Wales (or Disability Sport Wales (DSW)) are the lead organisation in Wales for disability sport and sport for disabled people. We are a company limited by guarantee and a registered charity.

We share the vision for sport in Wales (an active nation where everyone can have lifelong enjoyment of sport) and our mission is to influence, include, inspire, insport

We do this through the provision of specific programmes (DSWDO Community programme, insport, Performance Pathway Hubs) and services (Education and Training for those involved with physical activity (including sport)) which is intended to support a pathway of choice from initial engagement to performance sport at the highest level.

We are a small team of incredibly committed, passionate individuals whose shared purpose is to advocate for an inclusive approach within the sector. We have recently developed a new strategy which sets an exciting and ambitious vision for the future. We are in a position now where it is evermore vital that the impact and learning of our programmes and provision is showcased, and we have moved away from a traditional Key Performance Indicator model of measurement.

A significant proportion of DSW funding comes through Sport Wales from Welsh Government. In 2021 SW will begin a new investment model and approach to evaluation which is insight-led and has learning at its core. This has been an essential component of DSW work but we need to extend the workforce to identify a passionate, equitable, professional individual who can lead on our data, provide insight and shape our learning agenda as we seek to refine our support and impact on an inclusive, active Wales.

DSW Value Statements - You will always be able to expect DSW (as an organisation and individuals within the team) to:

Champion Everyone

We believe in meaningful opportunity, broad diversity and great achievement. People drive all that we do.

Proudly Welsh

Together we are dedicated, passionate and welcoming

Value Growth

We listen and learn, we nurture, share and support

Highlight Possibility

We are ambitious, creative and resourceful

Role:

The purpose of the role is:

- 1) To **support the identification and development of Athletes** within the Performance Pathway Programme as identified by the Performance Pathway Team
- 2) Coordinate the delivery of the **Performance Pathway Hub Sessions** providing virtual and active delivery opportunities for Athletes
- 3) To **provide mentoring, outreach and upskilling support** for the athletes, coaches and key contacts to support the development of an integrated pathway structure within the sector

Responsibilities

Identification and Development of Athletes

- Collaborate with DSW officers (DSWDOs and Performance Pathway) to engage with the inspire campaign to support the process of identifying potential athletes for the Hubs.
- Capture athlete experience and journey by utilising the identified Athlete Management System.
- Where required and agreed, represent and support the Performance Pathway Senior Officers at specific competitions and events.
- Support the Performance Pathway Team with the scheduling and delivery of development days, camps and events.

Performance Pathway Hub Sessions

- Profile and identify progression and support for participants as they enter the Performance Pathway Hubs.
- Liaise with the Performance Pathway Senior Officers to support volunteer engagement within the Performance Pathway Programme.
- Lead alongside and support Hub Coaches at the virtual hub sessions for Tier 1-3 athletes (Active delivery will continue when safe to do so).
- Coordinate a programme and athlete curriculum for delivery at the Performance Pathway Hubs.

Provide Mentoring, Outreach and Upskilling Support

- Support and upskill coaches and clubs with impairment specific knowledge to create an inclusive environment for athlete development.
- Provide outreach support (across Wales) which will enable athletes from all areas to access local opportunities and Hub support.
- Showcase to partners, development opportunities in Performance Pathway which enables identification and profiling for para sport via the inspire campaign.
- Collaborate with the Performance Pathway Senior Officers to identify and establish opportunities which compliment existing provision and enable sport specific skill development and growth.

This list is not to be regarded as exclusive or exhaustive as there may be other duties and requirements associated with the post which the Company may call upon the post holder to perform.

Person Specification

	Application	Interview
Essential		
Sound knowledge and experience of Paralympic and Commonwealth sport	✓	✓
Awareness of Virtus, Special Olympic and Deaflympic sport		✓
Experience of working with talented/elite athletes	✓	✓
Experience of working alongside coaches and partners to support athlete progression	✓	✓
Knowledge of athlete (disability sport) profiling, pathways and demonstrate an understanding of the principles of LTAD & delivery structures	✓	✓
Knowledge of elite sport, its systems and the demands and expectations upon athletes	✓	✓
Innovative and passionate in approach, with the ability to thrive in a national team based across Wales		✓
To hold a current coaching qualification within a particular sport	✓	✓
High level of computer literacy including word processing, spread sheets, powerpoint and email	✓	
Have access to transport so as to get to, and from meetings, events and project sites and commit to working some irregular, unsociable hours and attend overnight (where required)		✓
You should be:		
<ul style="list-style-type: none"> a team player willing to facilitate development in a proactive, considered, and person-focused way 	✓	✓
<ul style="list-style-type: none"> fully committed to and conversant with the philosophies of equity, diversity and inclusion 		✓
<ul style="list-style-type: none"> independent, considered, sincere and possess a powerful drive to build successful pathways to performance 	✓	
<ul style="list-style-type: none"> highly organised with strong relationship building skills 		✓
<ul style="list-style-type: none"> with support, able to work to monitor and evaluate programmes and provision 		✓
<ul style="list-style-type: none"> able to provide some flexibility of working hours so as to undertake all areas of the job role effectively 	✓	

Desirable		
Experience within a performance development system	✓	✓
Impairment specific knowledge	✓	✓
Undergraduate or postgraduate qualification in a sport, leisure or physical education-based subject and/or equivalent work-based experience	✓	
Competent with Welsh language and/or BSL	✓	✓
Successful track record of producing talented athletes		✓

Application for Employment

Please complete all sections fully.

We are committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

*We do not discriminate against staff based on age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**protected characteristics**).*

Disability Sport Wales is a Disability Confident Employer and welcome applications from everyone who considers themselves sufficiently skilled for the role.

Job details

Post applied for:	
Head Office Location:	

Contact Details:

*Name:	*Postal Address:
Email Address:	
*Contact Telephone Number:	
*How would you prefer for us to contact you? (i.e. email, telephone, text, typetalk, written, etc)	
*Postcode:	
 *Would you preferred to be contacted in BSL, English Makaton or Welsh?	

***= Mandatory fields**

Reason for applying

Please use this section to let us know why you are interested in this post, what skills and experience you have and how you meet the points in the person specification:

Please continue on a separate sheet if necessary

Current or last employment

Job title:	Employer:
Date started:	Address:
Leaving date:	Postcode:
Salary:	
Benefits:	Telephone no:
Reason for leaving:	Line manager name:
Notice period:	Line manager position:
Duties and responsibilities:	

Employment history

List all your employment history starting with your previous post. Please explain any gaps.

Dates (from/to)	Employer and location Position held and brief description of responsibilities	Reason for leaving
Continue on a separate sheet if necessary		

Education

Secondary school	Qualifications and levels achieved

College or university	Qualifications and levels achieved

Courses	Qualifications

Membership or professional or technical associations

Name of association or body	Membership grade	Membership by exam/affiliation	Membership number

References

Current/last employer/college

Name	Address/department	Tel no/ email address

Previous employer

Name	Address/department	Tel no/ email address

Data protection

All or part of the information provided on this form may be held on a computer or in a form which makes it subject to the data protection act. By completing this form you give your consent to the above data being held and processed by Disability Sport Wales for equal opportunities monitoring purposes and in accordance with Sport Wales' registration under the data protection act 1998.

Signature

I certify that, to the best of my knowledge, the information contained on this application form is true and correct. Some of the data on this form may be held on computer or in a form which makes it subject to the data protection act. By completing this form, I give my consent to the above data being held and processed by Disability Sport Wales for equal opportunities monitoring purposes.

Signature.....

Date.....

Equal Opportunities Monitoring Form

Please completed form and return in a sealed envelope with your application form to:
Disability Sport Wales, Sport Wales National Centre, Sophia Gardens, Cardiff. CF11 9SW.

General Information

Are you related to, or a close friend of, any member or officer of Disability Sport Wales?

- Yes No

If yes, please state the name, relationship and, if applicable, the department in which he/she is employed

Name: Relationship:

Position:

Have you ever been convicted as a result of criminal proceedings?

- Yes No

If yes, please give details of the offence, including the date and sentence:

.....

You are not required to give any information on 'spent' convictions under the rehabilitation of offenders act 1974 unless the post is exempt. Failure to disclose convictions could result in disciplinary action or dismissal

Which is your preferred language?

- English (spoken) Welsh (spoken)
 Makaton British Sign Language
 Prefer not to say
 Other (please identify):

Do you use Welsh? (please select all that are relevant)

- Yes (spoken) Yes (written) Yes (read)
 Learning No Prefer not to say

Equality information

Applicants are required to tick the relevant boxes below to enable Disability Sport Wales to monitor its Equal Opportunity Policy. Monitoring is recommended by the codes of practice for the elimination of discrimination on the grounds of sex, marital status, ethnicity, sexual orientation, and impairment. This information is used for no other purpose and will be treated as confidential

Which ethnic group do you belong to?

White

- Welsh English Scottish Northern Irish British
- Irish
- Gypsy or Irish Traveller
- Any other White background, please describe:

Mixed/Multiple Ethnic Groups

- White & Black Caribbean White & Black African White & Asian
- Any other Mixed/Multiple Ethnic background, please describe:

Asian/British Asian

- Indian Pakistani Bangladeshi Chinese
- Any other Asian background, please describe:

Black/African/Caribbean/Black British

- African Caribbean
- Any other Black/African/Caribbean background, please describe:

Other Ethnic Group

- Arab
- Any other Ethnic Group background, please describe:
- Prefer not to say

Sexual Orientation

How would you describe your sexual orientation?

- Heterosexual/straight Gay man Prefer not to say
- Gay woman/Lesbian Bisexual

Other (Please write in your preferred description):

Disability/impairment

The Equality Act 2010 defines a ‘disabled person’ as anyone with a physical or mental impairment which has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities

Do you consider yourself to have an impairment?

Yes No Prefer not to say

If yes, how would you describe your impairment(s)?

Please mark all the boxes that apply to you

- | | | |
|---|---|---|
| <input type="checkbox"/> Blind or Partially Sighted | <input type="checkbox"/> Deaf or Hard or Hearing | <input type="checkbox"/> Physical impairment (do not use a wheelchair) |
| <input type="checkbox"/> Physical impairment (permanent wheelchair user) | <input type="checkbox"/> Physical impairment (use a wheelchair on occasions) | <input type="checkbox"/> Learning disability (e.g. Downs Syndrome, etc) |
| <input type="checkbox"/> Learning difficulty (e.g. Movement Co-ordination Difficulty (Dyspraxia), Dyslexia, etc.) | <input type="checkbox"/> Mental Health Condition (e.g. depression, stress, etc) | <input type="checkbox"/> Long-term illness (e.g. cancer, multiple sclerosis, HIV+, etc) |
| <input type="checkbox"/> Other (please specify): | <input type="checkbox"/> Prefer not to say | |

Is there anything, as your potential employer, we might need to know or put in place to ensure that you are appropriately supported within the workplace?

Yes No

If yes, please give further information:

.....
.....
.....
.....

Media Analysis

To assist with our recruitment process, please indicate where you first learned of this vacancy:

- | | | |
|---|--|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> DSW Website | <input type="checkbox"/> Other Website (please identify):
..... |
| <input type="checkbox"/> Welsh Sports Association | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Job centre |



Disability Sport Wales

Recruitment Policy

2020

Initial Equality Impact Assessment Date: 06/10/2020

Assessment Conducted by: Michelle Daltry, Partnership Manager (DSW)

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1. Commitment to Diversity

Federation of Disability Sport Wales (FDSW) consider diversity to be about recognising, respecting and valuing different experiences, perceptions, cultures, lifestyles and approaches based on membership to groups who share protected characteristics (including race; ethnicity; religion, faith or belief; sex; gender identity; sexual orientation; impairment; marital status; parental status; age; political affiliation; and first language).

The FDSW values diversity because it enables high-quality discussion, planning, development and practice; and is committed to creating diversity in the workforce, leadership team (including Board), and membership in order to grow its successes as a creative, innovative, dynamic and inclusive organisation.

The fit and flow of DSW Policies are identified in **Appendix 1: DSW Policy Flow Diagram**, and highlights the approach DSW takes to diversity, equity and equality through its policies and therefore processes.

2. Purpose of the Policy

The purpose of this Recruitment Policy is to ensure that the FDSW always engage in recruitment practice which:

- safeguards and protects the welfare of individuals involved with DSW programmes
- ensures diversity in the workforce
- puts in place a process which retains and values staff through a professional approach
- is equitable, inclusive, accessible, and fair in process

3. Scope

This Policy extends to all aspects of policy, procedure and practice related to selection and recruitment. All FDSW staff who are involved with the advertising of posts, selection of potential employees and their recruitment should be aware of the Policy, and ensure that they follow the processes identified within it. Ultimate responsibility for this rests with the Executive Director.

4. Core Principles

- A commitment to ensuring access to information relating to new positions within the organisation, selection and recruitment processes, and appointment into those roles are open to everyone, and provides a fair, equitable and efficient experience to all candidates regardless of appointment outcome.
- Recruitment, shortlisting, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. All such procedures will be subject to a FDSW initial Equality Impact Assessment (iEIA).
- The FDSW believe that everyone has the right to apply for, and gain employment within an organisation which actively promotes equality of opportunity, and provides a culture free from discrimination, harassment and victimisation.
- That diversity and equity is clearly valued and celebrated within the FDSW
- Appointments will be made based on individual skills and competencies, the most appropriate person for the role will be appointed without prejudice. The FDSW will always provide opportunity

for applicants to identify equitable practice throughout the selection and recruitment process in order to ensure that everyone is afforded the same opportunities within selection, interview, and appointment.

- The FDSW is a Positive about Disabled People employer, and will take positive action where required to promote opportunities to all communities.
- The FDSW staff involved with the selection and recruitment process will ensure that the process is conducted in an inclusive, equitable, professional, timely and responsive manner, and in compliance with all associated employment and equity legislation.
- All personal information and data acquired through the selection and recruitment process will be treated confidentially, and in accordance with Data Protection legislation, and the FDSW's Information Sharing Protocols.
- Maintaining the currency, application, and best practice of recruitment practices is fundamental, and the FDSW will ensure that policy and processes are consistently updated, and that new ideas and approaches are reflected.
- The key to ensuring a safe environment for physical activity, including sport, within a recreational or competitive context is to guarantee robust selection and recruitment practices. Guidance and legislation linked to safeguarding and welfare will be reflected within FDSW processes.
- Where identified, the FDSW staff will be provided with the opportunity for initial and ongoing training relevant to selection and recruitment.
- All forms, advertisements and information will be provided in both English and Welsh, and all applicants will be invited to make their applications in either English or Welsh.
- Alternative and accessible formats for all recruitment information will be provided where required.

4.1. Disability

- As a Disability Confident committed employer all disabled people who apply for a post within the organisation will be short listed provided they meet 80% of the essential criteria.
- If you have an impairment or acquire an impairment whilst employed by the FDSW, we encourage you to tell us about this so that we can support you as appropriate.
- If you experience challenges at work because of an impairment, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise these challenges. Your line manager may wish to consult with you and your medical adviser(s) about possible adjustments.
- We will never knowingly use facilities or premises which place anyone with an impairment at a disadvantage in terms of access and freedom of movement within the space.

5. Selection and Recruitment Procedure

There are a number of key stages involved with the safe, diverse, equitable and professional selection and recruitment of staff into new roles. This Policy identifies the fundamental processes; the detail underpinning each stage is included within DSW Recruitment Processes.

5.1. Planning

- Justification for the new role will be formally made to the FDSW Board of Directors/Trustees, and linked to the FDSW's core strategic direction and fully-costed.
- The recruitment of new staff will be based on the needs of the FDSW for specific skills, competencies and knowledge, and will additionally reflect the FDSW's commitment to the representation of a diverse workforce in order to best provide disability sport, and sport for disabled people to all those who wish to be involved.
- The planning of all materials (job description, personal specifications) linked to recruitment will receive an initial Equality Impact Assessment (iEIA), and where necessary a full Equality Impact Assessment (fEIA) will take place in order to ensure that the role is appropriate and accessible to any potential employee.

5.2. Job Description and Personal Specifications

- Each Job Description will be accompanied by a Personal Specification for the role which will include explicit reference to the essential and desirable skills, qualifications, knowledge and experience linked to the post.
- The identification of the Personal Specifications will not indirectly discriminate against groups who share protected characteristics

5.3. Advertising

- Vacancies will be advertised to a diverse section of the labour market, and the FDSW will take positive action to advertise new positions within press, media or other recruitment sources which are targeted at communities identified as sharing a (or a number of) protected characteristics. All posts will be advertised through equity-focused (sport) partners including:
 - Sporting Equals
 - BAME Sport Cymru
 - Women in Sport
 - Stonewall Cymru
 - LGBT+ Sport Cymru
 - Age Cymru
 - Disability Wales
 - Diverse Cymru
 - Learning Disability Wales
 - Welsh Sports Association
 - WCVA
- All roles will be advertised including a diversity and equity statement which will additionally highlight that the FDSW are a Disability Confident committed employer
- All advertising will be bilingual, and applicants will be invited to request further role information, and submit their application, in a language and format which best suits their need.
- Advertisements will not stereotype or use wording that may discourage particular groups from applying. They will include a short policy statement on equal opportunities and a copy of this policy will be made available within the recruitment pack.

- Where relevant and appropriate FDSW staff subject to redeployment will be given access to vacancies prior to them being advertised more widely.
- The FDSW will comply with all the Rehabilitation of Offenders legislation.
- Any staff occupying temporary roles within the FDSW which are then subsequently advertised as permanent positions will need to apply for the position when it is advertised.
- In certain situations the FDSW may use a Recruitment Agency to manage the selection and recruitment process for vacancies. The FDSW will ensure that any Recruitment Agency used demonstrates best practice regarding diversity and equity.
- All application forms will be accompanied by an Equity Monitoring Form, which will be separated from the main application form on receipt, and asks for information relating to membership of communities sharing individual or multiple protected characteristics.

6. Processing of applications

6.1. Short-listing

- All applicants will be notified within 48 hours, in the format by which they submitted their application, of receipt of their application
- A short-list will be compiled after the application deadline, and will involve *at least* 2 individuals associated to DSW with the relevant skills, knowledge and experience to undertake this.
- Shortlisting will be done by more than one person. Our recruitment procedures will be reviewed every two years to ensure that individuals are treated on the basis of their match against pre-identified values and competency-based criterion.
- Identification of the short list will be made by measuring the information provided within the application against the criteria identified within the role and personal specification.
- The short list will be compiled no more than 10 days after the application deadline

6.2. Selection for interview

- Short listed applicants will be given 7 working-days' notice of the interview date
- All applicants who are invited for interview will be notified in writing (or other format as requested), and via email (if email addresses are available), with information about the date, time and venue for the interview, as well as details of any specific tasks they may be required to prepare for, or presentations which may need to be made as part of the interview process.
- The FDSW may provide alternative interview dates under extenuating circumstances
- If candidates have identified that they have any specific learning or delivery requirements then the FDSW will contact the individual to identify what (if any) specific equipment or resources are needed, and if extended time is required to complete the interview process.
- All modifications to the interview process will be made at the discretion of the FDSW, in line with the FDSW Equity Policy, equal opportunities, and in conjunction with the applicant.
- Where digital technology is used within the recruitment process we will always ensure that this does not disadvantage the applicant.

7. Selection processes

7.1. Interview Process

- Job applicants **should not** be asked about health or impairment/disability before a job offer is made. There are limited exceptions which should only be used with Human Resources approval. For example:
 - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
 - Taking positive action to recruit disabled persons.
 - Equal opportunities monitoring (which will not form part of the decision-making process).
- Where necessary, job offers can be made conditional on a satisfactory medical check.
- The interview process will vary depending on the nature of the role the individual is applying for, but it may include:
 - A discussion including questions posed by a panel of individuals representing the FDSW
 - A presentation given by the candidate to the panel (face-to-face or virtually)
 - A task or series of tasks, relevant to the job role posed by the panel, and completed within a specific time frame. This may incorporate technical, technological or practical-based activity
 - A group activity, either with other applicants for the same role, or with individuals identified to carry out the activity on behalf of the FDSW
 - Presentation of a portfolio of work, etc
- Job applicants will not be asked questions which might suggest an intention to discriminate on the grounds of a Protected Characteristic. For example, applicants will not be asked whether they are pregnant or planning to have children. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of Human Resources (who should first consider whether such matters are relevant and may lawfully be taken into account).
- The FDSW are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from UK Visas and Immigration.
- All candidates will be notified of the approximate duration and schedule of the interview process in their initial interview invitation letter.
- Candidates will be contacted and offered the job, or with feedback outlining why they had been unsuccessful, as soon as possible after the interview process. If there are multiple interview process dates, the applicants will be aware of the range of dates, and will be notified as soon as possible after the final interview.

7.2. Contacting Referees

- Any offer will be made subject to receipt of satisfactory references, to include character references as to honesty and integrity as well as professional references.
- References will be sought as soon as the FDSW have received written confirmation from the successful applicant that they are accepting the post.
- The FDSW will require a **minimum** of *two* references, one **MUST** be from the most recent employer
- References will always be taken up by the FDSW, and no job offer is finally confirmed until the references are received and the accuracy of the information given by the successful candidate through the interview process can be confirmed.
- All references are confidential; however a candidate may request to see the reference provided by their referee. The FDSW will always make this information available to them.
- If the role includes regulated activity for which a DBS check is required, the applicant will be informed that DSW reserve the right to retract their offer of employment if there is inappropriate levels of risk identified through their Welfare processes, or if the FDSW are legally prevented from using the individual within regulated activity because they are on the Adults or Children's barred list.

7.3. Making the appointment

- On receipt of appropriate references and on confirmation from the individual who has been offered the role within the FDSW, the successful applicant will be offered a start date/a start date will be agreed, and sent a contract for signing.
- If there are Access to Work requirements, then the FDSW will work with the successful applicant to ensure that appropriate resources and support are provided from the start of their appointment.
- Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

7.4. Privacy Notification

- We will hold all application data in accordance with our Data Retention Schedule. Information provide by all applicants who have not been short-listed will be securely deleted within 5 days of the first stage of interviews. This will enable contact to be made with individuals who may be on the long-list where short-listed applicants have withdrawn prior to interview.
- Data from applicants who were not appointed to the posts will be securely deleted within 5 days of the appointed applicant signing and returning their contract. This will enable (where appropriate) other applicants to be offered the role should any initial job offer by another candidate be declined.
- The FDSW will only use your information to:
 - a) Contact you with information about the next step in your application (

8. Induction

8.1. Induction programming

- The FDSW provide a comprehensive induction programme which will be managed by the new staff member's line manager. This will include:
 - » Orientation to the building in which the new staff member will be housed

- » Fire and emergency exit information relevant to the building, and access requirements of the new employee
- » Orientation to the DSW Staff Handbook
 - Orientation to the DSW Health and Safety Policy
- » Disability inclusion training
- » General Equality training (provided through external contacts)
- » Job specific information and orientation
- » Work programming and the development of a personal work programme
- » Safeguarding and Welfare training and orientation to the DSW Welfare Policies and toolkits
- » Orientation to the DSW Equity Policy
- » Work programming

8.2. Probation

- The FDSW apply a **six month** probationary period to all new appointments. Progress and performance against the essential characteristics of the role (as identified in the personal specifications) will determine whether the probation period is extended, or whether the probationary period is confirmed and the member of staff made permanent.

9. Retention in role post-probation

- DSW recognise that retaining high-quality, effective and valued staff is essential; and promotes consistency in partnership working, a reason to invest in training and continuing professional learning, and therefore an increasingly highly-skilled, innovative and respected workforce.
- Training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.
- Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.
- Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

9.1. Commitment to Retention

- DSW recognise that there will be specific challenges for individuals who are members of groups who share protected characteristics regarding the work environment. During the iEIA on this policy the following commitments were identified (linked to identified, common challenges) and policies referenced to identify how retention can be supported by proactively addressing these common challenges.
- In order to ensure staff retention DSW commit to the following, and have policy in place to support these commitments:

Table 1: Commitment to Retention

Commitment	DSW supporting Policy and Practices
<ul style="list-style-type: none"> • A flexible approach to work practices so as to balance demands between personal and work commitments 	<ul style="list-style-type: none"> » <i>Flexible Working Policy</i>: Staff Handbook 2016
<ul style="list-style-type: none"> • Workplace support and structures to support emergent or on-going demands on colleagues within their personal or professional life 	<ul style="list-style-type: none"> » <i>Bereavement Leave Policy</i>: Staff Handbook 2016 » <i>Compassionate Leave Policy</i>: Staff Handbook 2016 » <i>Homeworking Policy</i>: Staff Handbook 2016 » <i>Time off for Dependents Policy</i>: Staff Handbook 2016 » <i>Maternity Policy</i>: Staff Handbook 2016 » <i>Paternity Policy</i>: Staff Handbook 2016 » <i>Adoption Policy</i>: Staff Handbook 2016 » <i>Parental Leave Policy</i>: Staff Handbook 2016 » <i>Stress Policy</i>: Staff Handbook 2016
<ul style="list-style-type: none"> • Access to training and development opportunities which supports personal and professional skill development 	<ul style="list-style-type: none"> » <i>Time off for Training Policy</i>: Staff Handbook 2016 » <i>Annual Training Needs Analysis</i> » <i>Training Opportunities Calendar</i>
<ul style="list-style-type: none"> • Provision of an inclusive, equitable and safe working environment free of discrimination 	<ul style="list-style-type: none"> » <i>Whistleblowing Policy</i>: Staff Handbook 2016 » <i>Equity Policy</i>: Staff Handbook 2016 » <i>Grievance Policy</i>: Staff Handbook 2016 » <i>Disciplinary Policy</i>: Staff Handbook 2016
<ul style="list-style-type: none"> • Accessible workplace locations 	<ul style="list-style-type: none"> » <i>Homeworking Policy</i>: Staff Handbook 2016 » <i>4 Regional Offices (South Central, South West, North East and North West Wales)</i>
<ul style="list-style-type: none"> • Open communication channels 	<ul style="list-style-type: none"> » <i>Whistleblowing Policy</i>: Staff Handbook 2016 » <i>Electronic information and communication systems Policy</i>: Staff Handbook 2016
<ul style="list-style-type: none"> • Access to work support 	<ul style="list-style-type: none"> » <i>Health and Safety Policy</i>: Staff Handbook 2016

- The FDSW take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination will amount to gross misconduct resulting in dismissal.
- If you believe that you have experienced discrimination you can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate. If you are uncertain which applies or need advice on how to proceed you should speak to your line manager or, if this is not possible, the Executive Director. Complaints will be treated in confidence and investigated.
- There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

10. Termination of employment

- We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

11. Monitoring

- To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.
- All recruitment processes will be monitored through the following processes:
 - Questionnaire follow-up with appointed individuals regarding the process, support, and practices within their recruitment experience at the FDSW
 - Comparison of the FDSW processes, practices and policies against those of other similar UK organisations, and other NGBs within Welsh sport
 - Checking of currency of policy and procedure against legislation and guidance relating to good, equitable recruitment practices
 - Sign off of policy through the FDSW legal advisors, Dolmans
 - Endorsement and sign off of the Recruitment Policy on an annual basis by the FDSW Board
 - Initial Equality Impact Assessment completed (April 2016). Date of next review: April 2017

12. Responsibility

It is the responsibility of all staff involved with recruitment processes to ensure that best practice is observed throughout the advertising, appointment and induction of all new staff to the FDSW; and to ensure that they are appropriately prepared and skilled in areas of recruitment practices and equal opportunities. Ultimate responsibility for the currency, appropriateness and application of the FDSW Recruitment Policy rests with the Executive Director of the FDSW.

Initial Equality Impact Assessment Date: 06/10/2020

Assessment Conducted by: Michelle Daltry, DSW Partnership Manager

Appendix 1:

DSW Policy Flow Diagram

Equity Policy

Diversity
Strategy

Corporate Values and Behaviours

HR Policies

Personal Standards

Dress Code
Expenses
Sickness Absence Policy
No Smoking Policy
Substance Misuse Policy

Health and Safety

Adverse Weather and Travel Disruption Policy
Health and Safety Policy
Driving Policy

IT

Social Media Policy
Electronic Information & Communications Systems Policy

Employment

Recruitment Policy
Disciplinary Rules
Disciplinary Policy
Grievance Policy
Capability Procedure
Redundancy Policy
Retirement Policy
Time off for Training Policy
Time off for Public Duties Policy

Welfare

Whistleblowing Policy
Child Safeguarding and Welfare Policy
Adults @ Risk Safeguarding and Welfare Policy
Maternity Policy
Paternity Policy
Adoption Policy
Parental Leave Policy
Stress Policy
Data Protection Policy
Bereavement Leave Policy
Compassionate Leave Policy
Flexible Working Policy
Homeworking Policy
Time off for Dependents Policy

