

Braintree Youth Project Charity

Personnel Policy

It is the policy of this Charity:

- to have paid as well as unpaid staff;
- to recruit staff openly, wisely and fairly;
- to remunerate staff appropriately and fairly;
- to offer staff clear terms and conditions of service;
- to offer staff useful training and support in extending their experience, skills and knowledge;
- to supervise staff on a regular basis;
- to provide a healthy safe working environment;
- to insure against employer liability;
- to provide guidance on resolving disputes;
- to inform and consult staff of changes relevant to them;
- and to follow all appropriate regulations and guidelines laid down nationally.

Paid and Unpaid Staff

As the BYPC is a voluntary organisation, much of its work is done by willing volunteers, and BYPC would probably run quite well with no paid staff. However, Jesus has taught that 'a worker is worthy of his/her hire' (Luke 10:7). BYPC seeks to make as little distinction as possible in practice between paid and unpaid staff and volunteers, but recognises both the greater dependence of its paid staff upon its good practice towards them, and the requirements of British employment law. The rest of this policy therefore refers only to **paid staff**.

Recruitment

Recruitment processes for staff will be decided, on a case by case basis, by the BYPC Board or appropriate line manager. They will in any case be open to BYPC Board members' scrutiny, bearing in mind individuals' entitlement to privacy and data protection. The extent to which posts may be advertised, internally and/or externally, will depend upon the nature of the post and is presented in more detail in the BYPC Recruitment and Selection Policy and Procedure.

Remuneration

Initial remuneration for new posts will be decided by the BYPC Board or appropriate line manager. All remuneration will be subject to review annually.



Terms and Conditions of Service

Terms and conditions will be clearly communicated to all staff. General conditions will be found in the Staff Handbook. Further individual terms will be found in Role Descriptions for each post, and in Staff Contracts.

Training

Staff will be offered adequate training to be able to perform their roles. Initial induction to a post will be provided. Further training will be available as and when required, by negotiation.

Supervision

Staff are entitled to appropriate supervision. In particular, they may expect to undergo a process of supportive group supervision. This is detailed in the Supervision Policy.

Health and Safety

Staff are entitled to find a healthy safe environment when working on BYPC premises. BYPC has a health and safety policy, which can be consulted for further details.

Employer Liability Insurance

The BYPC is insured, and staff may have access to relevant insurance policies on request.

Resolution of Disputes/Grievances

Staff are entitled to have serious disputes/grievances considered fairly and reasonably promptly, with a view to their resolution. Guidance can be found in the Staff Handbook.

Changes

Naturally, all staffing situations are subject to change. Staff should be informed of relevant changes as soon as practicably possible.

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This policy is subject to the requirements of the BYPC Memoranda & Articles of Association.

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