Recruitment Policy

- Board of Trustees discuss and agree post(s) to be filled; agree which Trustees should lead on this recruitment, and where to advertise. If advertising is not felt to be necessary (eg personal recommendations for general Trustee) does the Board believe that this person is suitable, and do their skills complement those of other Trustees, and meet the current needs of Treelink Stirling?

- The Board shall decide whether the post requires a formal interview, financial or personal qualifications or references, or a PVG certificate (if so,Treelink should pay for this); and which Trustees should meet with the candidates.

- Is the new post-holder to be a Trustee? If so, will they be co-opted to fill an urgent vacancy, or will they be elected at the AGM?

- Two or more trustees, appointed by the Board, shall draft a job description for the post required, taking advice from the current post-holder; and ensuring that Equality and Charity Legislation is adhered to.

- The post shall be advertised on the Treelink Stirling website and members notified by email. Consideration can be given to advertising elsewhere, eg on the Stirlingshire Voluntary Enterprise Portal, SCVO website, Goodmoves website or more specialised recruitment platforms eg for finance experts.

- A Closing Date for applications, and a proposed date of interview (formal or informal) shall be set. Interested people should express initial interest with brief details to the Treelink Stirling Outlook email.

- Interested applicants will be sent further details of the post, links to Treelink Stirling website, OSCR and the SCVO Consent and Declaration form; with an invitation to provide further details of their interest, skills & suitability for the post applied for. This may be by CV or an informal email. They will also be invited to have an informal chat by phone, Zoom or in-person about the post.

- The appointed Trustees will shortlist and interview candidates in accordance with the job requirements and adhering to equality and charity legislation.

- Successful and unsuccessful applicants shall be notified within one week of interview.

Agreed by the board of trustees January 2024.

To be reviewed by January 2028.