

# Ipswich Football Club Volunteer and Staff Recruitment



## Purpose

The purpose of this policy is to establish a consistent, fair, and transparent approach to the recruitment of volunteers and staff at Ipswich Football Club. The policy aims to ensure that all recruitment processes align with the club's values and goals, attract qualified and passionate individuals, and promote diversity and inclusion within the club.

## Scope

This policy applies to all volunteer and staff recruitment activities undertaken by Ipswich Football Club, including but not limited to roles such as coaches, team managers, administrative staff, event coordinators, and other support positions.

## Principles

The club is committed to an equitable recruitment process that ensures all candidates are treated fairly and with respect.

Recruitment will be conducted based on merit, considering candidates' qualifications, experience, skills, and commitment to the club's values.

The club will ensure that all recruitment activities comply with relevant laws and regulations, including anti-discrimination laws.

## Recruitment Objectives

Attract qualified and motivated individuals who share the club's commitment to football, community, and development.

Promote diversity and inclusion within the club by encouraging applications from all sections of the community.

Ensure that all volunteer and staff roles are filled by individuals who meet the necessary requirements and are dedicated to contributing positively to the club environment.

## Roles and Responsibilities

**Board:** Oversee the recruitment process, approve appointments, and ensure that recruitment policies are followed.

**Club Committee/Recruitment Panel:** Handle day-to-day recruitment tasks, including advertising, screening, interviewing, and recommending candidates for approval by the Board.

**Team Managers/Coaches:** Provide input on specific needs and participate in interviews or assessments for relevant roles.

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## Recruitment Procedure

1. Identify Needs:
  - a. The club committee or relevant department identifies the need for new volunteers or staff, including the role, responsibilities, and required qualifications or experience.
  - b. A Position Description are created or updated to reflect the duties, skills, and experience required.
2. Advertise the Position:
  - a. The position is advertised widely to ensure a diverse pool of applicants. This may include:
    - i. The club's website and social media platforms.
    - ii. Local community noticeboards or online community groups.
    - iii. Relevant sports or volunteer networks.
  - b. The advertisement will include the role description, person specification, application process, and closing date.
3. Receive Applications:
  - a. Applications are received in the form of a resume and cover letter, or through a club-specific application form, detailing the candidate's experience, qualifications, and motivation for applying.
4. Screen Applications:
  - a. The recruitment panel screens applications against the role description and person specification.
  - b. A shortlist of candidates is created based on qualifications, experience, and alignment with the club's values.
5. Conduct Interviews:
  - a. Shortlisted candidates are invited for an interview. Depending on the role, this may include a face-to-face interview, a phone or video interview, or a practical assessment.
  - b. The interview panel will typically include a member of the Board, a representative of the recruitment panel, and any relevant team managers or coaches.
  - c. Candidates may be asked to provide references and proof of qualifications or experience.
6. Reference and Background Checks:
  - a. References are checked for all potential volunteers and staff. This includes contacting at least two referees provided by the candidate.
  - b. For roles involving direct work with children or vulnerable groups, the club will conduct background checks, including a Working with Children Check (Blue Card) as required by Queensland law.
7. Make an Offer:
  - a. The recruitment panel makes a recommendation to the Board for final approval.
  - b. Once approved, the successful candidate is offered the position in writing, including details of the role, expectations, start date, and any relevant conditions.
8. Induction and Training:
  - a. The new volunteer or staff member will undergo an induction process to familiarize them with the club's policies, procedures, and expectations.

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- b. Relevant training will be provided, including safeguarding, health and safety, and any other role-specific training.
9. Feedback to Unsuccessful Candidates:
- a. Unsuccessful candidates will be informed in writing and offered constructive feedback upon request.

## Equal Opportunity and Inclusion

The club is committed to promoting equal opportunities and will not discriminate against any candidate based on race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law.

The club will make reasonable adjustments to accommodate candidates with disabilities or specific needs.

## Monitoring and Evaluation

The recruitment process will be monitored to ensure fairness and transparency.

Feedback from candidates and stakeholders will be sought to continuously improve the recruitment process.

## Review

This policy will be reviewed annually by the Board or as required by changes in legislation or club requirements.

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