



Development Initiatives recruitment policy

Aim

At Development Initiatives (DI), we recognise that people are our greatest asset. DI aims to attract and retain employees of the highest calibre and ensure that we recruit candidates who share and understand our passion and vision of a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

We aim to ensure that no job applicant is treated unfairly by reason of a protected characteristic, and that diversity should be recognised, valued and celebrated.

Core principles

The following principles are encompassed in this policy:

- All applicants will be considered equally, receive fair treatment and a high-quality service.
- The role profile and personal specification where applicable will be used throughout the process.
- DI will seek to recruit the best candidate for the job based on merits, abilities and suitability for the position. The recruitment and selection process should ensure the identification of the person best suited for the role.
- In line with our policies, no job applicant will receive less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.
- DI encourages the recruitment of staff with disabilities and in accordance with the Equality Act 2010 will make reasonable adjustments at all stages of the recruitment process and as reasonably required in order for a successful candidate with a disability to undertake the post.
- Selection will be based on submission of a detailed CV and cover letter, an interview and an assessment (depending upon the role).
- All documentation relating to applicants will be treated confidentially in accordance with our General Data Protection Regulation (GDPR) privacy notice.

Equal opportunities

At DI we recognise the positive value of diversity, promote equality and challenge unfair discrimination. We aim always to recruit the person who is most suited to the role and welcome applications from people of all backgrounds. We are committed to providing opportunity for all and ensuring that all stages of recruitment and selection are fair. Our procedures will be reviewed on a regular basis. Shortlisting, interviewing and selection will always be carried out without regard to race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

Disabled applicants

We have made a positive commitment to employing disabled people. Reasonable adjustments will be made to the recruitment procedure as required in consultation with the applicant to ensure no one is disadvantaged because of their disability. If a disabled person is selected for a position, reasonable adjustments will be made to the workplace, including premises and equipment, work duties and practices or policies, as appropriate. All disabled applicants who meet the minimum criteria for the role as set out in the role profile and person specification will be guaranteed an interview.

See our Guaranteed Interview Scheme (GIS) for more information and details on how to apply.

Recruitment and selection procedure

All applicants for employment will be required to submit a detailed CV and cover letter.

Selection for employment will be fair and equitable and based solely on the basis of the applicant's relevance and applicability of their professional attributes and personal qualities to the role. Shortlisted applicants will then be invited to attend a formal interview at which the applicant's relevant skills and experience will be discussed in more detail.

Interviews will normally have a panel of at least two people. Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.

References

All job offers are subject to the receipt of two references which we consider satisfactory. One of the references must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend, but they can be someone who knows them in a work-related, voluntary or academic capacity.

We will accept references obtained directly from the referee only, and will not rely on references or testimonials provided by the applicant. We will not rely on open references

or testimonials (e.g. To Whom It May Concern references). All referees will be asked relevant safeguarding questions and will be asked to express whether they have any safeguarding concerns and, where this might be relevant to the role, if they feel the applicant is suitable to work with children and/or vulnerable adults.

Right to work

To satisfy current immigration legislation, successful candidates will be asked to provide evidence of their entitlement to work in the UK before they start their employment. Providing the requested original documents to demonstrate the right to work will always be a condition of a job offer. If you are applying for a role based outside of the UK, evidence of right to work the country in which the post is based will be requested.