

# THE ADVOCACY ACADEMY EDI RECRUITMENT FRAMEWORK

## Equity, Diversity and Inclusion Statement

The Advocacy Academy is committed to promoting equitable opportunities and an equitable working environment for all its people.

Beyond diversity, we actively encourage equity, fairness, and justice in all its forms across the organisation. Justice is at the core of our beliefs and is a core component in all we strive to do. Our goal is for The Advocacy Academy to be truly representative of all sections of society (especially oppressed and marginalised groups) and further for all those who interact with our work to feel celebrated, respected and enabled to be present in whatever manner they see fit. Our goal is to create a work environment that is open to individuals from different cultures, with different perspectives and experiences of injustice.

The Advocacy Academy commits to:

- Treating all employees, job applicants and volunteers fairly and equitably.
- Offering services fairly to all people, ensuring that anyone in contact with The Advocacy Academy is treated with respect
- Supporting employees with disabilities to access financial support from the “Access to work” scheme and making all reasonable adjustments. We happily facilitate Access to Work assessments and reclaims, and we encourage job applicants who would need this to apply for our jobs
- Supporting employees to recognise cultural and religious holidays
- Ensuring that our environment is one where all people are valued and respected and creating spaces for feedback and discussion on how we can improve on current provisions
- Ensuring mechanisms are in place for responding to complaints of discrimination and harassment from our staff, our volunteers and our alumni.
- Making our equitable opportunity policy known to all our staff, job applicants, our volunteers and our membership
- Complying with the Equality Act 2010.

The Advocacy Academy will make opportunities for training and development available to all staff to help them understand their responsibility towards supporting the organisation to achieve a safe environment for all, where all are encouraged to develop their full potentials, so their talents and resources can be fully utilised for their development and the growth of our movement.

### **Bullying, Harassment and unlawful discrimination**

The Advocacy Academy will actively work to create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting transparency, dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

Our commitment includes training our managers and all other employees about their rights and responsibilities under our equitable opportunity policy and Equality Act 2010. Responsibilities include staff support to help the organisation provide equitable opportunities in employment, and preventing bullying, harassment, victimisation and unlawful discrimination.

We also encourage our staff to understand that they, as well as The Advocacy Academy, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, young people, alumni, suppliers and the public.

The Advocacy Academy understands that complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, alumni, suppliers and the public and any others in the course of the organisation’s activities should not be taken lightly. Due to this, such acts are classified as misconduct under the organisation’s grievance and/or disciplinary procedures, and appropriate action will be explored after communication with all parties involved. Particularly, serious complaints could amount to gross misconduct and lead to dismissal without notice.







Further, we recognise that sexual harassment may amount to both an employment rights matter and a criminal matter, such as sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.










### Recruitment



A core part of enacting this work is how we recruit and induct our staff members. We have a strategic commitment to conducting a recruitment system that is equitable and inclusive. We encourage applications from black, brown and other racialised communities, those who identify as LGBTQIA, working class as well as disabled people, those living with mental health conditions, refugees and migrants, and all communities who have faced injustice and oppression.

## RECRUITMENT DOCUMENTS

	Name	Links To Draft Templates
1	Recruitment Checklist	<a href="https://docs.google.com/document/d/1cuHIPgGHBA5O2IV0GHMrMKr8_cCnnB4a/edit#">https://docs.google.com/document/d/1cuHIPgGHBA5O2IV0GHMrMKr8_cCnnB4a/edit#</a> 
2	Candidate Form	<a href="https://docs.google.com/document/d/1HvRRcd21DUN7QdMPY5ij78knmEVevoWB/edit#">https://docs.google.com/document/d/1HvRRcd21DUN7QdMPY5ij78knmEVevoWB/edit#</a> 
	JD AD Pack	<a href="https://drive.google.com/drive/u/0/folders/1qymynqLhN7xwaP_VaibBe8O9O7G41ZW-D">https://drive.google.com/drive/u/0/folders/1qymynqLhN7xwaP_VaibBe8O9O7G41ZW-D</a> 
3	Standardised Internal JD Template	<a href="https://docs.google.com/document/d/1CbvyuPzh_86yDjcksxSA_AaQlk8v6xhvr/edit">https://docs.google.com/document/d/1CbvyuPzh_86yDjcksxSA_AaQlk8v6xhvr/edit</a> 
4	Payroll Form	<a href="https://docs.google.com/document/d/1b20jFSN9qxzqwdYlwJFg_UdrYSWtSui7/edit#">https://docs.google.com/document/d/1b20jFSN9qxzqwdYlwJFg_UdrYSWtSui7/edit#</a> 
5	Recruitment Email Template	<a href="https://docs.google.com/document/d/16AvYncOtkcF-V0dUbuUewftS4Cu8SWBbl5mcQvJVcPjU/edit">https://docs.google.com/document/d/16AvYncOtkcF-V0dUbuUewftS4Cu8SWBbl5mcQvJVcPjU/edit</a>

		
6	Buddy Support Call Guide	<a href="https://docs.google.com/document/d/1946s3yKr7x9ZBas725HVwQoK6fUWw7Ep/edit#">https://docs.google.com/document/d/1946s3yKr7x9ZBas725HVwQoK6fUWw7Ep/edit#</a> 
7	Interview Briefing	<a href="https://docs.google.com/document/d/1UVsD3JeODU8mUHMRhD-CB5kIteEYJINAEuJQptvHcGY/edit">https://docs.google.com/document/d/1UVsD3JeODU8mUHMRhD-CB5kIteEYJINAEuJQptvHcGY/edit</a> 
8	<p>Interview Questions Template</p> <p>To synchronise questions with TAA objectives, levels, and roles and the feedback, it will be encouraged that when questions are being revised ahead of interviews, the feedback form be used as a guide.</p>	<a href="https://docs.google.com/spreadsheets/d/1vLu59E6J7tUG6CygeE9nqaGjyjb6tYpuA4lR-2iQK_A/edit#gid=0">https://docs.google.com/spreadsheets/d/1vLu59E6J7tUG6CygeE9nqaGjyjb6tYpuA4lR-2iQK_A/edit#gid=0</a> 
9	<p>Interview Feedback From</p> <p>** by role/level matrix like you requested - checked</p>	<p>Old one:</p> <p><a href="https://docs.google.com/forms/d/13ej-JMYbpydNfZYIa1gTivvKOHtYrE6boOzqBfWdqQ4/edit">https://docs.google.com/forms/d/13ej-JMYbpydNfZYIa1gTivvKOHtYrE6boOzqBfWdqQ4/edit</a></p> <p>L1 &amp; 2:</p> <p><a href="https://docs.google.com/forms/d/1tj-ltVWgv94iioCb4v7uwT-kDLA_RT0xFOYoC9NKjFY/edit">https://docs.google.com/forms/d/1tj-ltVWgv94iioCb4v7uwT-kDLA_RT0xFOYoC9NKjFY/edit</a></p> <p>Lead role (L3 &amp; 4):</p> <p><a href="https://docs.google.com/forms/d/187N7E5TsmjLagg3XjpNE6eOCnCOVuhEuuCggSrDD67w/edit">https://docs.google.com/forms/d/187N7E5TsmjLagg3XjpNE6eOCnCOVuhEuuCggSrDD67w/edit</a></p> <p>Senior management (L5, 6 &amp; 7):</p> <p><a href="https://docs.google.com/forms/d/1zLeow_L4pSid2Ypkko4ztEb44oYEKib6hoe1XlZDao/edit">https://docs.google.com/forms/d/1zLeow_L4pSid2Ypkko4ztEb44oYEKib6hoe1XlZDao/edit</a></p> <p>SLT (L8 &amp; 9):</p> <p><a href="https://docs.google.com/forms/d/10gWtfmngz6oOWWtkl4JkaT317sQTNqndWdOO_QpAJ9s/edit">https://docs.google.com/forms/d/10gWtfmngz6oOWWtkl4JkaT317sQTNqndWdOO_QpAJ9s/edit</a></p> 
10	<p>Candidate Experience Feedback Form</p> <p>titled "TAA tell us how we did" form - checked</p>	<a href="https://docs.google.com/forms/d/1Sp4QlcTA0VU1acHBjqs2EngGj29WjXsCTSLFA06Cr0/edit">https://docs.google.com/forms/d/1Sp4QlcTA0VU1acHBjqs2EngGj29WjXsCTSLFA06Cr0/edit</a> 

11	Reference Request Form - checked	<a href="https://docs.google.com/document/d/1kfRrwcNhUqBI4S0HOu0jAun_UxHcy_n5/edit">https://docs.google.com/document/d/1kfRrwcNhUqBI4S0HOu0jAun_UxHcy_n5/edit</a> 
12	New Starter DBS Guidelines	<a href="https://docs.google.com/document/d/1_Q3EaIFaCvN1AZU5w2k6bWsGnX825yGBIHAd2tV56aQ/edit">https://docs.google.com/document/d/1_Q3EaIFaCvN1AZU5w2k6bWsGnX825yGBIHAd2tV56aQ/edit</a> 
13	TAA Induction Schedule Template ** By Levels: old template will be adjusted as at when applicable to reflect the steps detailed in the "orientation & induction checklist" below.	<a href="https://drive.google.com/drive/u/0/folders/12wxEMkJM19_thTYL8QhUqOAeCk5RAm5K">https://drive.google.com/drive/u/0/folders/12wxEMkJM19_thTYL8QhUqOAeCk5RAm5K</a> 
14	TAA Buddy Guidelines	<a href="https://docs.google.com/document/d/1NDZU-JH4EuoN1X9zEPbKH-Hb6RJsq-62/edit#">https://docs.google.com/document/d/1NDZU-JH4EuoN1X9zEPbKH-Hb6RJsq-62/edit#</a> 
15	Orientation & induction Checklist	<a href="https://docs.google.com/document/d/1HOcFQ6gMh2iOjhdI3Jbgtk2wGohizzVa9w0SBRnje4w/edit">https://docs.google.com/document/d/1HOcFQ6gMh2iOjhdI3Jbgtk2wGohizzVa9w0SBRnje4w/edit</a> 
16	Equipment Form	<a href="https://docs.google.com/document/d/1Qr3h1iyZDZsSLHrZChCY1O8qeMLZH6b7/edit">https://docs.google.com/document/d/1Qr3h1iyZDZsSLHrZChCY1O8qeMLZH6b7/edit</a> 
17	HR Induction Slide	<a href="https://docs.google.com/presentation/d/1eLJarup0mO_bFP9bfj2KKSMNntTvz55G/edit#slide=id.g15ea06d666b_1_706">https://docs.google.com/presentation/d/1eLJarup0mO_bFP9bfj2KKSMNntTvz55G/edit#slide=id.g15ea06d666b_1_706</a> 
18	Induction Feedback Survey - Checked  <i>**This form should be filled at the end of probationary review/as part of probationary review. It should be reviewed regularly (quarterly) and feedback should be used to improve the process</i>	<a href="https://docs.google.com/forms/d/1hEcp0FyAY3T6PJ6roNcijyz7PMr9pEVxoQKBf8hHQfcQ/edit">https://docs.google.com/forms/d/1hEcp0FyAY3T6PJ6roNcijyz7PMr9pEVxoQKBf8hHQfcQ/edit</a> 
19	Line Management Guide	<a href="https://form.jotform.com/232693081949366">https://form.jotform.com/232693081949366</a> 

20	Offboarding Checklist - Checked	<a href="https://docs.google.com/document/d/1_RCULOuIHZKCvJolgODT_MQBccJXq128eKxC_NLIT7dw/edit">https://docs.google.com/document/d/1_RCULOuIHZKCvJolgODT_MQBccJXq128eKxC_NLIT7dw/edit</a> 
21	Exit Interview - Checked  **Main form is in a google form format- the word doc is for review purpose alone due to confidentiality	<a href="https://docs.google.com/document/d/1Zwz8VienruhaXtABMQz_OsRuHBHNHKAeCDTfCbD_f08A/edit">https://docs.google.com/document/d/1Zwz8VienruhaXtABMQz_OsRuHBHNHKAeCDTfCbD_f08A/edit</a> 
22	Tech return form - Amarah	<a href="https://eu.jotform.com/build/232693081949366?iak=4ab008d350a1d6f328e2d2522b2ae93b-33e5cefd4ceb3f32">https://eu.jotform.com/build/232693081949366?iak=4ab008d350a1d6f328e2d2522b2ae93b-33e5cefd4ceb3f32</a>