



# Recruitment and Selection Policy

Updated April 2026  
Next review due April 2027

## 1. Purpose and Scope

This policy ensures that all appointments are made in a fair, transparent, and consistent manner, aligned with a commitment to equality, diversity, and inclusion.

This policy applies to all recruitment processes, including freelancer agreements, and consultancy contracts exceeding the value of £5,000.

## 2. Recruitment Process

All new roles will be advertised widely to attract diverse and qualified candidates. An advertising plan will be created for each role, which must include:

- Arts Job Website
- Outdoor Arts UK
- Thurrock CVS
- Engagement with local contacts and networks.

The recruitment process is mandatory for all agreements exceeding £5,000, ensuring fair and open competition, with two exceptions as outlined below:

1. **Prompt Appointment:** Where immediate action is required to meet the project timeline, an existing freelancer with proven suitability for the role can be appointed.
2. **Named Candidate.** Where an individual is named in a funding application to secure funds, no formal process will be necessary.

These exceptions are subject to the discretion of the Board and the Directors.

## 3. Shortlisting Process

Shortlisting will be conducted by two team members, and no AI tools or automated systems will be used at any stage of the shortlisting process. Each candidate will be evaluated against the specification using a scoring system:

- **Met: 0**
- **Partially Met: 1**
- **Met: 2**

Candidates scoring at least 50% of the maximum will qualify for interview. The highest-scoring candidates will be invited, up to a maximum number agreed in advance.

## **4. Interview Process**

Interviews will be conducted by at least two Kinetika team members, ideally three.

The Board will participate in interviews for engagements longer than one year, and Arts Council England involvement is required for all executive-level posts.

The panel will agree on interview questions in advance, aligning with the role criteria. Questions will not be shared with candidates prior to the interview.

## **5. Decision-Making and Appointment**

Interview performance will be scored, and appointments will be based on total scores and alignment with the needs of the role.

For engagements exceeding one year or values above the designated thresholds, the Board must approve the appointment.

## **6. Accountability**

All recruitment and selection activities will be documented to ensure compliance with this policy and applicable legal and ethical standards. The Directors and relevant team members are responsible for implementing this policy, with oversight from the Board where required.