

Our guiding principles to recruitment.

At Active Lincolnshire our recruitment process is a part of our culture. A culture with diversity and inclusion at its core, as it is in our mission to tackle inequalities and remove barriers to people enjoying active, healthy lives.

We actively encourage applications from candidates of diverse backgrounds who can bring an array of skills, experience and differences to our organisation. As an employer, we actively work to ensure that our workforce reflects the communities we serve, recognising that this makes us better able to understand their needs and priorities.

To achieve this we are committed to providing a positive, inclusive and equitable recruitment process in which everyone is able to perform at their best.

We have therefore developed a set of guiding principles which apply to all roles we recruit for.

- We're committed to making sure every applicant is assessed on merit and having relevant skills to do the job.
- We do not require higher education qualifications as prerequisites (unless it is absolutely essential for the role).
- We do not see experience only as a criteria for selection because we recognise some may not have had like opportunities to build relevant experience.
- We respect everyone's backgrounds and want to understand how your thinking, transferable skills and attributes align to our needs.
- We are mindful of language we use throughout the recruitment process. We will not include industry jargon which only people who work in similar roles/environments may understand.
- We will use non-discriminatory language which reflects our culture and provides transparent information on our working practices.
- We carry out anonymised 'blind' screening processes meaning we redact personal data so that potential unconscious biases are reduced.
- We aim to provide as much information as possible before a recruitment event. This may include for example sharing group discussion topics and interview questions in advance and being comfortable with people bringing notes with them to refer to. We believe this helps differing styles to be prepared. It is our aim to understand you, not to catch you out!

- We usually ask candidates to spend time with us meeting different people and carrying out various activities (sometimes in an interview environment and sometimes not) to enable you to demonstrate your skills and thinking.
- We are working towards being a disability confident employer and will commit to giving people with a disability an interview if they meet the criteria of the job role.
- It is critical to us that we remove any potential barriers to people being able to be at their best. We therefore ask you to contact us immediately should you need accommodations to be made throughout the process. These will be bespoke to your needs but may include, for example, accessibility requests which help us consider locations for holding hiring events, requiring information in different formats, bringing your own modified technical equipment, requesting further time for additional breaks or having transport or mobility assistance where applicable.
- Where able we enable meetings to take place virtually and provide hints and tips to ensure you feel comfortable in this environment.
- Our processes may be rigorous but are meant to be friendly, transparent, informative and welcoming enabling you important time to get to know us better too.