



THE CRAFTHUB SCIO	
Document Title	Recruitment
Document Reference	011
Version	1.0
Issue date	Oct 2022
Review Date	Oct 2023
Author	CC
Applicability	All areas of operation
Pages	2





 SC 052087
 Registered OSCR
 24 Oct 2022

Reference: <https://www.acas.org.uk/national-minimum-wage-entitlement>

RECRUITMENT & SKILLS

General

The Crafhub operates with volunteers and part-time salaried staff

The Crafhub require that all personnel are competent to undertake the work activities that they are required to do and relevant skills and experience will be discussed during the recruitment and selection process.

On appointment all new employees will have a company Health & Safety induction meeting.

All staff will receive appropriate training relevant to their role on an ongoing basis and refresher training will be provided as required.

Employee performance is regularly reviewed on an informal basis

Where an individual may need help a member of the Crafhub team will arrange a meeting with the individual to determine what the root cause of the problem is and what help can be given

For example: it may be that further training or support may be required

If needed the manager will take appropriate action and record the outcomes.

We look after our staff by monitoring on an ongoing basis with the view of positively increasing the individual's ability and personal development over time.

Records

Formal records of training and performance are maintained and kept in the Crafhub personnel files. This includes training provided by accredited external agencies such as the Scottish Qualifications Authority (SQA) and City and Guilds. Online training courses etc Documented processes and procedures are held electronically and updated as appropriate.

Recruitment

All our staff are recruited from our three islands Rousay, Egilsay and Wyre. We operate with volunteers and part-time salaried staff. We have been very fortunate that most of the people that have worked with The Crafhub have come forward and asked if they could volunteer and this has generally happened through word of mouth.

All staff are on variable hours due to the nature of our business – we depend on seasonal fluctuations in the tourist trade and when we can afford to pay more hours we do. All salaried staff are expected to donate some time as volunteer effort all year round but in particular in the low season when we try and keep open for our local community.

There is no hierarchy and all staff are paid the same whatever their role – all jobs are deemed of equal value. Salaries are based on the minimum or living wage hourly rate rounded up to the nearest pound. (plus holiday entitlement and pension entitlement as required by government legislation)

What is the minimum wage

By law, your employer must pay a minimum amount on average for the hours you work. This is called the:

- National Living Wage (NLW) if you're aged 23 or over
- National Minimum Wage (NMW) if you're aged under 23 or an apprentice

APRIL 2024 Rates

From 1 April 2024, workers aged 21 and over will be entitled to the National Living Wage.

	21 and over	18 to 20	Under 18	Apprentice
April 2024	£11.44	£8.60	£6.40	£6.40

We enable flexible working allowing people who would find it difficult through circumstances to apply for standardised working hours in many workplaces. We have offered employment and voluntary experience to members of our community that would find it difficult to commit to a standard contract For example:

1. People with health problems
2. People that are registered carers for people in their home
3. People with family commitments e.g. school age children
4. People who are retired that still want to feel useful and part of the community
5. People who live alone that enjoy the opportunity to come out and meet people in a safe environment
6. We have also given teenagers from the age of 14 upwards valuable work experience during the holidays

Appointment

On appointment, qualifications and experience that the employee has already achieved will be recorded and any training needs identified.

The generic company Health & Safety induction will take place on the first day of employment and this usually takes place with a more experienced member of the team.

Subsequent role specific inductions will take place as appropriate.

Signed

Name and Position

Date