

**FORCED TO FLEE
MEMBER RECRUITMENT POLICY**

Adopted June 2023

For review June 2024



Purpose

The most valuable asset to Forced To Flee are the volunteer Members involved with the work of the organisation. Therefore, our approach to recruitment and selection reflects the importance of people to us, and the values of the organisation; education, advocacy, collaboration, and inclusivity. It is important that the organisation continually strives to achieve a fair, consistent, and systematic approach to recruitment and selection.

This document sets out the recruitment procedure and policies related to recruitment for Forced To Flee ('the organisation'). This authoritative document should be made available to Members involved in the recruitment process as well as applicants themselves, should it be requested.

This document will be published on the organisation's website (forcedtoflee.co.uk) for transparency to all involved.

Scope

This document has been considered by the organisation's leadership and adopted as the procedure for recruitment and selection of all Members. All Members are expected to support and adopt the approach outlined in this document.

Policy

1. Eligibility
 - a. Any natural person aged 10 years old, but younger than 30 years old, is eligible to be a Member of the organisation;
 - b. Any Applicant between the ages of 10 and 18 should seek parental/guardian consent to join the organisation, and this must be communicated to us in a written or verbal form if possible.
 - c. There is no requirement for citizenship or national of any country to be a Member.
2. Standard Recruitment Process
 - a. To apply for Membership, an applicant must use the application form published on the organisation's website, or the process set up by the organisation on an approved third-party platform (i.e., wemakechange.org);
 - i. Any person who submits an application form is termed an Applicant;
 - ii. Any person who submits information directly to the organisation without having submitted the form must be directed to fill out an approved application form.
 - b. Forced To Flee must then send the Applicant a confirmation that their form has been received;
 - i. All application forms must contain the following fields fully filled in as a minimum;
 1. Full Name;
 2. Country of Residence;
 3. Email Address;
 4. Motivational Statement;
 5. Confirmation allowing Forced To Flee to contact the Applicant regarding their application;

- ii. Where an application form is submitted and does not contain a field listed in Clause 2 (b)(i), the organisation must request this information from the Applicant;
 - iii. Any Applicant who does not meet the eligibility requirement must be automatically rejected without review of the application form;
 - 1. No appeal can be made to this decision.
 - c. Forced To Flee must then review, and make an initial decision on, the application, without prejudice for any information submitted so long as the eligibility requirement has been met;
 - i. If the organisation requires more information from the Applicant to make a fair decision, the Applicant will be contacted. This may include, but is not limited to, a reference letter, curriculum vitae, or other form of confirmatory statement;
 - 1. This may be requested at the discretion of the person(s) making a decision on the submitted application form ('reviewer(s)');
 - ii. If an Applicant is rejected they may not appeal this decision, and are welcome to submit another application form so long as a different motivational statement is submitted.
 - d. The Applicant, if a positive decision is made at the previous stage, must then be invited to a final interview with either a minimum of two ordinary Members of the organisation, or one (or more) recognised authority within the organisation, within 14 days;
 - i. Any Applicant who fails to attend a final interview at an agreed date and time without notice is automatically rejected;
 - ii. The following areas are taken into consideration during the final interview;
 - 1. Does the Applicant have a pure motivation to contribute to the organisation's mission;
 - 2. Does the Applicant have the necessary skills or experience to be a Member of the organisation;
 - 3. Does the Applicant have the willingness to learn and develop new skills;
 - 4. Does the Applicant work well in a team.
 - e. The interviewers must then make a final decision on the Applicant as soon as possible and inform the Applicant on the outcome of their application;
 - i. The interviewer(s) must mutually agree on the outcome of the application;
 - ii. If their application is successful, this should be communicated to the Applicant and they should be invited to sign the Official Declaration of Membership of the organisation;
 - iii. If their application is unsuccessful, this should be communicated to the Applicant and the option for feedback and appeal should be included in the communication;
 - 1. The Applicant in this instance is permitted to appeal the decision.
3. Appeal Process
- a. Any applicant who was unsuccessful under Clause 2 (e) of the policy may submit an appeal based on the following criteria within 48 hours of the communication of the organisation's decision to the Applicant;
 - i. Discrimination at any stage of the process;
 - ii. Inaccessibility during the recruitment process;
 - iii. An inability to present their true self at final interview.
 - b. Any Applicant who appeals their decision must state a full reason alongside the criteria they are appealing against.

- c. Any appeal should be communicated to a recognised authority within the organisation, who did not make a decision in the original application, and that recognised authority can either reject or accept the appeal based on the provided information by the Applicant and any other Member;
 - i. If the appeal is rejected the original decision stands;
 - ii. If the appeal is accepted the recognised authority who made the decision on the appeal is to lead the appeal process.
- d. If an appeal is accepted, the Applicant must be invited to another interview and be given the opportunity to submit any additional documents or information for review.
- e. The recognised authority in charge must then follow the procedure in Clause 2 (e) without the possibility of appeal again.
- f. The decision made at the end of the appeal process is definitive and final.

Equality and Diversity

Forced To Flee is firmly committed to equality and diversity in all areas of its work. We believe that we have much to learn and gain from diverse cultures and perspectives, and that diversity will make our organisation more effective in meeting the needs of all our stakeholders. We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and value, and where those with diverse backgrounds and expertise are able to participate and contribute equally within our community. We will regularly evaluate and monitor our progress towards this commitment.

Any person who requires alternative arrangements in the recruitment process will have accommodations made as far as reasonably possible.

Review

This policy is to be reviewed annually by Forced To Flee's leadership.

Expenses

Forced To Flee will not be able to provide any compensation to Applicants and any successful Members.