

## **4. STAFF RECRUITMENT, MANAGEMENT AND DEVELOPMENT**

Craol is staffed by a number of contracted personnel. These roles include Project Coordinator, Governance Adviser, Bookkeeper and trainers.

Recruitment is carried out in accordance with employment legislation, the organisations vision and mission and the delivery of social benefit to local communities. Craol is committed to recruiting personnel in a fair and transparent manner based on merit and inclusivity. People who have availed of training with their local community station and have become volunteer broadcasters, are encouraged to apply for paid vacancies, if and when they arise.

### **4.1 Advertising and recruiting**

- 4.1.1 A job description and person specification is drawn up which clearly outlines the roles and responsibilities required, the qualifications necessary to the role, the experience and personal characteristics suitable for the job.
- 4.1.2 Vacancies are advertised on the Craol website, Craol station websites and through appropriate community advertising agencies.
- 4.1.3 Interviewees are informed of the need for Garda vetting (if applicable) and that referees will be contacted. An offer of a position will be dependent on result of Garda vetting, which is carried out at station level.
- 4.1.3 Interviewees are notified in writing regarding their application, whether successful or not, and feedback from interviews will be available to interviewees.
- 4.1.4 All applicants applying for a trainer position with Craol must complete a Craol Trainer's Experience Form as part of their application. (See Appendix 14)
- 4.1.5 Craol approved trainers are registered with Craol and entered to the Craol registered trainer's database. In the case that a trainer is unavailable to complete a module, trainers on the data base may be asked to complete that module in a Craol station outside of their own.
- 4.1.6 All interviews will be treated with strict confidence.

### **4.2 Induction Process**

#### ***Staff Induction.***

1. In accordance with current employment legislation and guidelines new staff may be asked to complete a probationary period. During this time new staff have full access to their rights under labor law and are given access to support in successfully adapting to their new roles.

#### ***Trainer's induction***

1. All trainers will receive an induction before delivering their first training session.
2. Trainers are given a copy of the Craol Quality Assurance Manual and the Trainer Handbook which includes the NFQ Framework, QQI Accreditation guidelines, Craol Policies and Procedures, Feedback and Evaluation processes, Training Resource Materials, information on site visits and CPD opportunities.
3. Trainers are given information regarding the trainer's code of conduct, responsibilities and role

in supporting learners and review and monitoring procedures.

### **4.3 Staff Communication**

All Craol staff are given a copy of the Craol Quality Assurance Manual on commencement of working with the organization.

Trainers are also given a copy of the Trainer and Learner's Handbooks, Craol Policies and Procedures and are made aware of evaluation processes carried out in relation to their individual roles, where this information is stored and how it is used to enhance staff and learner progression.

- 4.3.1 An internal system of support for newly qualified trainers is documented and in operation through one-to-one meetings, self-evaluation forms and quarterly QA team meetings which take place and include reviews of learning and future planning.
- 4.3.2 Trainers are briefed on the use of feedback and self-evaluation forms which are used mid-module and on completion of modules.
- 4.3.3 Trainers are informed about the practice of site visits to training rooms which take place at to evaluate relevant key performance indicators.
- 4.3.3 Trainers are advised of upcoming, upskilling training opportunities via email, and/or correspondence.
- 4.3.4 A training needs analysis survey is conducted annually, and a summarised report given to the academic panel.
- 4.3.5 The Craol Project Coordinator will consult with all trainers on identifying training needs and advise them of any Continuing Professional Development (CPD) available which can enhance their practice.
- 4.3.6 Craol have an internal trainer's network forum for Craol QQI registered trainers, to facilitate learning, sharing and notices among Craol trainers.