

RECRUITMENT POLICY

1. THE POLICY

We recognise the importance of having the right people in the right jobs within the organisation. The purpose of the Diocese's Recruitment Policy is to provide a framework to ensure we recruit, retain and develop the best person for each role.

2. PRINCIPLES

What you can expect from the Diocese.

We aim to manage any recruitment in line with the following key principles:

- We will treat applicants fairly and, where necessary, there may be occasions we will vary our processes to accommodate the needs of applicants requiring reasonable adjustments and/or access arrangements.
- We will recruit people who not only have the right skills and behaviours for the job, but who also have a strong commitment to the Diocese and our aims and mission.
- We expect all selection processes to be fair, consistent and objective.
- We aim to provide successful applicants with the training, coaching and development they need to do their job.
- We will encourage colleagues to develop their careers within the Diocese; however, promotions will typically take place following an open advertising process.
- We recognise the diverse community in which we operate and encourage applications for jobs from applicants irrespective of race, disability, sex, gender reassignment, pregnancy and maternity, religion or belief, marriage or civil partnership, sexual orientation or age (protected characteristics for the purposes of the Equality Act 2010) or another factor that is irrelevant to the job.
- We will not tolerate any form of discrimination in the workplace.

Some of our roles are reserved for practising Catholics who can share and express the faith of the church. This is made clear in the person specification and the advertising for the role.

WHAT THE DIOCESE EXPECTS FROM YOU

We expect colleagues to:

- apply for jobs using the Diocese's recruitment process;
- declare any performance improvement or disciplinary warnings;
- inform their line manager if applying for an internal vacancy.

Where possible, vacancies will typically be advertised using the diocesan website, unless there is a good organisational reason for not doing so.

Shortlisting will take place against the essential and desirable criteria for the job, and interviews will take place using a range of competency based and technical questions.

The assessment process will be tailored to the requirements of the vacancy and will comprise one or more of a range of exercises, e.g. interview(s), role play, in-tray exercise, presentation, tests, etc.

Interviews will normally be with a panel, typically including the parish priest and other advisers. The job will be offered to the applicant who most closely meets the criteria of the role, taking into account the essential and desirable criteria for the role.

All applicants will be informed of the outcome of their application in a timely manner.

Applicants must meet the Diocese's standard for referencing and vetting, which may include, but not be limited to, the right to work in the UK, employment references, and DBS check where required.

3. CIRCUMSTANCES IN WHICH JOBS MIGHT NOT BE ADVERTISED

There will be occasions when jobs are filled without advertising the vacancy. This will generally happen in the following circumstances:

- Where speed of movement is the primary consideration.
- Where a managed or 'directed' move is a key element in someone's career development or will help the Diocese spread new ideas and practices across the organisation.
- Where the skills and behaviours required for the new job are confined to very few individuals within the Diocese.
- Where colleagues at risk of redundancy need to be redeployed directly into a job.
- Where departments or parishes reorganise and one or more of the above points apply.

4. PRIVACY STATEMENT AND DATA RETENTION

Please see the [Diocesan Privacy Notice](#). If your application for employment is unsuccessful, we will hold your data on file for 3 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

5. APPOINTMENTS RESERVED FOR PRACTISING CATHOLICS

For some roles in the Diocese of Arundel and Brighton, it is a requirement that the member of staff is a practising Catholic. Job descriptions identify this as a genuine occupational qualification that makes it an essential criterion for the role where applicable.

For appointment to these roles, a positive faith reference is essential. Candidates will be asked to provide a reference from their Parish Priest. This should comment upon an applicant's commitment to Catholic beliefs and practices.

This policy is due for review before the end of October 2026.