

FACTSHEET – EMPLOYING PEOPLE

As your organisation grows, you may want to start employing people to deliver your activities. The best way to employ people is through PAYE. Your accountant will be able to help you get set up and advise you on HMRC requirements. Ensure that you factor the costs of employing people in your budget such as payroll fees, tax and NI contributions.

Accountant

Once you are ready to start employing people, you may also want to consider getting an accountant to help you with the process. Look for an accountant who specialises in VCSE sector.

Contracts

When you employ someone, you will need to provide them with a contract. This will be a fixed term contract if the post is reliant on funding or permanent if you are in a position to offer permanent posts. You will still need a contract if you are employing someone on a self-employed basis such as a sessional worker. You may wish to get legal advice when drawing up the contracts.

Human Resources

You will need a Human Resources (HR) lead if you are going to be employing staff. This person will be responsible for HR tasks such as writing the employee handbook and managing employee issues.

Recruitment and interviews

Write a clear job description and person specification for each role. Research the market rate for the role to ensure that you are offering a competitive rate of pay that is in line with minimum wage requirements. Have a clear deadline for applications and a process for informing successful and unsuccessful candidates. CVs are currently considered to be the most accessible way for candidates to apply for jobs.

The interview process should be easy to understand for all candidates and many organisations now choose to share interview questions with candidates prior to the interview. Have 2-3 people on your interview panel as well as an agreed scoring matrix for each question.

You may wish to stagger your job adverts if you are recruiting for multiple posts as you may find it challenging to manage multiple new starters at once.

Onboarding

A clear onboarding process will improve employee retention. This should include an introduction to your organisation, meeting their line manager and other key members of staff and information about their role including a work plan.

Pensions and Employee benefits

It is now a requirement for employers to pay into an employee pension fund if the employee earns over £10,000 per year, are aged 22 or over and are under state pension age. You may also want to consider employee benefits such as free eye tests or private healthcare. Other popular benefits include salary sacrifice schemes into credit unions or tram passes.

Further Information

You can find further information and resources about recruitment in the VCSE sector on the [GM Workforce hub](#)



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