



DURHAM MINERS' HALL

Fair employment charter.

At Redhills, we want to practise what we preach, so we want our recruitment and employment to be fair.

Fairness is about recognising that people experience life differently, so it's important to consider and value their achievements in context of their background.

We recognise that many common recruitment and employment practices discriminate against working class candidates and others with diverse backgrounds.

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Registered Charity Number: 1193927

THE PAST WE INHERIT, THE FUTURE WE BUILD...



1. WHERE WE ADVERTISE

Many people don't have access to some of the online sites and publications where jobs are often advertised, or may not even know that jobs like this exist. We want to reach out to more potential candidates.

WHAT WE WILL DO

As well as advertising in the usual places, we'll share the details through community organisations and job centres.

2. PLAIN ENGLISH

Jobs often have titles that are only understood by people in the know and job descriptions often include insider 'jargon' that many might not be familiar with.

WHAT WE WILL DO

We'll use straightforward language to explain what the job involves. We'll avoid technical terms unless absolutely necessary and provide clear definitions when used.

3. QUALIFICATIONS

Unless the role absolutely **requires** a specific qualification, we want to unlock the door to talented people, whatever their educational background.

That means non-graduates are welcome - it's about skills, abilities, knowledge and experience... not qualifications.

Education is one way that you might have gained some of these things, but it's not the **only** way.

We value real-world experience and any skills you've picked up that you would bring to a job at Redhills.

WHAT WE WILL DO

Rather than ask for a degree, or vaguely ask for 'equivalent' experience, we'll simply ask for the skills, experience and knowledge we actually require.

4. JOB DESCRIPTION

We will be as straightforward as possible:

WHAT WE WILL DO

We'll clearly outline the key responsibilities and tasks of the role, emphasising practical, on-the-job functions.

We'll distinguish between essential and desirable skills, focusing on areas of potential growth for you.

We'll highlight how the role contributes to Redhills broader cause.

5. PERSONALITY TRAITS

Many job adverts ask for people with specific personality traits, such as 'outgoing' or 'confident', but these can never be fairly assessed.

We believe it is better to assess you directly on your experience.

WHAT WE WILL DO

Instead, we'll ask for examples of these traits in action, such as "experience working with a wide range of people", "experience in a customer facing environment", or "able to communicate confidently with a range of service users".

6. PAY

When salaries or rates of pay are not clearly stated, it can put people off applying or it can waste their time if it doesn't meet their needs or expectations.

When people are invited to 'negotiate' an unstated salary, working class and women applicants usually end up with lower pay.

When people are asked their current or previous rates of pay, it often results in lower pay.

WHAT WE WILL DO

We'll always clearly state the rate of pay or salary for the job. If the role is part-time, we will also state the full-time equivalent salary.

We will never ask about your current or previous rates of pay. All our rates will exceed the Real Living Wage.

7. ATTENDANCE HISTORY

We will not discriminate on family, health or disability grounds.

WHAT WE WILL DO

We'll never ask you or your referees for your sickness or absence history.

We'll never ask you to declare previous periods of parental leave or your intention to take future parental leave.

We will positively consider any reasonable adaptations needed to allow candidates to perform the job roles

8. CONTRACT

Contract terms need to be clear.

WHAT WE WILL DO

We'll always clearly state whether a contract is full or part time, or whether we would consider an application for you to work flexibly or part-time.

If a contract is a fixed length, we'll say when it will end. If there is a prospect of an extension, we'll be clear about the criteria – eg the achievement of certain goals or the success of future funding applications.

We'll be clear about the number of days holiday you'll get.

We'll clearly state if you need to work from our building, or from other locations and whether there is an option for you to do any of your work remotely. We won't require a driving licence or access to a car, instead we may ask you how you will reach the required locations.

We'll give you a staff handbook that offers clear guidance on what we expect from you as an employee and what you have a right to expect from us as an employer.

9. HOW TO APPLY

We want to remove barriers from the application process.

WHAT WE WILL DO

We'll tell you what we are looking for – you can respond in any of the following ways:

- > Fill in a simple online form
- > Email a written response
- > Post or hand-deliver a written response (it can be typed or handwritten)
- > Send us an audio message
- > Send us a video message

We'll provide an email address and a phone number in case you have questions about how to apply.

10. HOW WE WILL SHORTLIST

We will focus only on what you might bring to the role.

WHAT WE WILL DO

We'll base our decision on who to invite for interview only on the information you give us about the skills, abilities, knowledge and experience we've told you we require.

We are happy to give you feedback on how we have made a decision.

11. INTERVIEWS

The aim of interviews is to find the best person for the job; not the person best at doing interviews. We're not trying to catch you out.

We want to get to know you and understand what you can bring to the role and for you to understand whether this role and our organisation is for you.

We want to make the interview process accessible and for it to be a positive experience.

WHAT WE WILL DO

We'll be as flexible as we are able, to arrange an interview that you can attend. If it isn't possible to do this in person, it may be possible to do it online or by telephone.

We'll tell you who will be interviewing you, how long it will last, and what the format of the interview will be, including any preparation we want you to do or any tasks we might ask you to complete.

We'll share the questions we'll be asking in advance so you can give your best answers.

If we ask you to attend in person, we'll cover your reasonable travel expenses.

We'll give you meaningful feedback that is honest, constructive and actionable.