



INFORMATION PACK

Climate Challenge Fund Recruitment Support Service

2018

Contact Details:

Bright Green Business
elaine@thebusinesspartnership.org.uk
0131 603 5040
www.brightgreenbusiness.org.uk

OUR INVOLVEMENT

Bright Green Business is a not for profit organisation that is passionate about environmental sustainability. Bright Green Business has teamed up with the Climate Challenge Fund (CCF) and Keep Scotland Beautiful to help CCF projects achieve their targets through intern support. Our recruitment support service can assist you by placing interns to work on specific areas of your CCF grant funded project.

RECRUITMENT SUPPORT SERVICE

Bright Green Business work to keep things as simple as possible for you. Projects that have received or are applying for Climate Challenge Fund grant money can benefit from our recruitment support service and use aspects of this to suit your project needs. This ranges from advertising job roles to shortlisting candidates and arranging interviews to administering the payroll for the successful candidate. This service allows you to gain resource support for your CCF project without having to carry out the administration work.

Bright Green Business can be your direct access point for CCF project recruitment. We can source interns to work on your CCF project. Flexibility in placement length and part time hours can be discussed on a case by case basis.

GRANT HOLDER RESPONSIBILITIES

As the grant holder, there are several requirements to take note of.

- Grant holders do not need approval from Climate Challenge Fund to use grant money for our recruitment service. However, all grant holders **must ensure they have allocated costs for recruitment** under the proposed grant budget headings. If you unsure on this point please contact your grant support team at CCF directly.
- For our service, where relevant, you should retain copies of the role advert, contract and invoice. These will be required for your CCF **grant claim audit trail**.
- Providing you have the allocated costs, the CCF grant should be used to pay the invoice/s you receive from Bright Green Business.

COST

There are four services we offer within our recruitment support for CCF grant holders. A summary is provided in Table 1 below. Particular services are offered at a special CCF charity rate and are highlighted as such. Please note that all costs are subject to VAT at 20%. We pay all of our interns the Scottish Living Wage of £8.75 per hour.

Option 1 – Advert **£100**

A grant holder can ask us to advertise a role where any applicants are directed back to the CCF grant holder.

Option 2 - Recruitment Process **£600**

A grant holder can ask for our shortlisting services to be carried out in addition to a role being advertised.

Advert & Shortlisting Fee £300

Recruitment Fee - **CCF charity rate** £300

A recruitment fee will apply upon a successful offer and acceptance of an advertised position. Should the position be withdrawn within 3 months, the recruitment fee of £300 will be reimbursed.

Option 3 - Placement **£343.75 per week**

Bright Green Business will carry out role advertising, shortlisting and recruitment process and additionally administer the payroll for the intern. The total cost of this service per week is priced at a **CCF charity rate**.

Option 4 – Placement Extension **£467 per week**

This option would be a follow on from Option 3. Interns on contracts of 12 weeks or less are able to benefit from a tax-free allowance. However, if you wish to extend your intern placement beyond 12 weeks, the extension rate is priced at £467 per week. This extension opportunity allows flexibility in the resource you allocate to your project. Extensions start at a minimum of 8 weeks.

Table 1: Cost Options Summary

| Advert | Recruitment Process | Placement | Extension |
|---------------|----------------------------|------------------|------------------|
| £100 | £600 | £343.75 per week | £467 per week |

THE PROCESS

1. Once you have received **CCF grant funding** for your project, you can discuss with us which service you would like to benefit from based on the cost options listed on page 3. Our service costs can be integrated into the original funding application.
2. We will ask you to confirm that you have **allocated funding** from CCF under recruitment in your project budget headings.
3. You will be asked to fill out a **project specification** template. The purpose of this is to help outline the desired outcomes of the placement and identify the required skills of potential candidates.
4. Once we receive this information, we will create the placement advertisement. We will ask you to approve this before we publish it.
5. The role is then **advertised** on our website, social media and on all the Scottish University career websites. The role is advertised for 2-4 weeks in order to guarantee a strong pool of applicants.
6. After the deadline, if you would like our support through the recruitment process, we will sift **and match** candidates according to knowledge, skills and experience.
7. We create a **shortlist** of candidates, usually 3 to 6, which is sent to you for review. At this point you may choose how many you would like to take forward to interview stage.
8. Once you have decided who you would like to **interview**, we arrange interviews at a time suitable for you.
9. If you opt for Option 3 of the cost services, we will then arrange the **payroll and contract** for the successful candidate.

How does it work?



We help develop a job spec that suits your specifications.

We advertise the role on a number of websites.

We sift through applications and put together a shortlist.

We arrange interviews with the applicants of your choice.

We issue contracts and organise payroll.

PROJECT EXAMPLE

ROLE: ENVIRONMENTAL OFFICER

The candidate will report to the Garden Coordinator and carry out the following key responsibilities:

- Monitor and maintain the good environmental changes implemented in the previous 10 week placement in Glasgow.
- Assess and improve the environmental practices within our Edinburgh Office using Glasgow as a template.
- Research and develop rainwater harvesting within our garden.
- Provide new service users with workshops on how to recycle paper, metal, plastic, cardboard and paper at home and at Saheliya and the benefits of recycling. Each workshop should have different participants to have maximum reach.
- Host information sessions with staff and volunteers about being environmentally friendly.

GET IN TOUCH

If you would like to discuss using our **Climate Challenge Fund Recruitment Support Service** then please get in touch:

Bright Green Business
elaine@thebusinesspartnership.org.uk
0131 603 5040
www.brightgreenbusiness.org.uk

You will also receive a **leaflet** in your **Grant Welcome Pack** from CCF outlining our service options.