



Paid Staff Policy

Runspire Together

(UK Compliant – Employment & Charity Best Practice)

1. Purpose

This policy outlines how **Runspire Together** employs, manages, and supports paid staff. It ensures:

- Compliance with UK employment law
- Fair, transparent, and consistent employment practices
- Clear distinction between paid staff and volunteers
- Alignment with Runspire Together's mission, values, and community focus

Runspire Together operates as a not-for-profit organisation and reinvests surplus funds into community impact and volunteer development.

2. Legal Framework

Runspire Together will comply with all relevant UK legislation, including but not limited to:

- Employment Rights Act 1996
- Equality Act 2010
- National Minimum Wage Act 1998
- Working Time Regulations 1998
- Health and Safety at Work etc. Act 1974
- Data Protection Act 2018

Where applicable, employment practices will also follow ACAS guidance.



3. Scope

This policy applies to:

- Employees (full-time, part-time, fixed-term)
- Casual or sessional staff
- Apprentices
- Contractors where applicable (with separate agreements)

It does **not** apply to volunteers (covered under the Volunteer Policy).

4. Recruitment and Selection

Runspire Together is committed to fair and inclusive recruitment.

We will:

- Advertise roles openly and transparently
- Provide clear job descriptions and person specifications
- Use structured interviews or selection processes
- Avoid discrimination in line with the Equality Act 2010
- Carry out right-to-work checks
- Undertake DBS checks where roles involve working with children or vulnerable adults

All appointments will be subject to satisfactory references.

5. Contracts of Employment

All employees will receive:

- A written Statement of Particulars on or before their first day
- A contract outlining duties, pay, hours, notice periods, and other terms



Contracts will clearly state:

- Job title and reporting line
 - Location (e.g., Nottinghamshire/Derbyshire community delivery)
 - Probation period (typically 3–6 months)
 - Holiday entitlement
 - Pension arrangements (auto-enrolment compliant)
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6. Pay and Benefits

- Pay will meet or exceed the National Minimum Wage / National Living Wage.
- Payroll will operate through PAYE via HMRC.
- Statutory sick pay (SSP), maternity, paternity, and other statutory entitlements will be honoured.
- Staff will be auto-enrolled into a workplace pension scheme where eligible.

Runspire Together aims to balance fair pay with financial sustainability as a community-focused not-for-profit organisation.

7. Working Hours and Leave

Working arrangements will comply with the Working Time Regulations 1998:

- Maximum 48-hour working week (unless opt-out agreed)
- Minimum rest breaks
- Paid annual leave (minimum statutory entitlement)
- Public holiday arrangements outlined in contract

Flexible and part-time arrangements may be considered where operationally possible.

8. Roles and Responsibilities

Paid staff may include (for example):

- Project Coordinators
- Branch Leaders
- Programme Leads
- Administrative Support

Paid staff are responsible for:

- Delivering services in line with Runspire Together's mission
 - Upholding safeguarding and health & safety standards
 - Supporting volunteer development pathways
 - Representing the organisation professionally
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9. Relationship Between Paid Staff and Volunteers

Runspire Together values its volunteers as the heart of the organisation.

To maintain clarity:

- Paid roles will not replace volunteer contributions unnecessarily
 - Volunteers will not be used to perform core paid responsibilities
 - Clear boundaries will exist between volunteer and employee roles
 - Paid staff must treat volunteers with respect and support their development
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10. Performance Management

Staff will:



- Have clear objectives aligned with organisational goals
- Receive regular supervision or line management meetings
- Participate in annual reviews
- Be supported through training and development opportunities

Where performance concerns arise, a fair and documented process will be followed.

11. Safeguarding

All paid staff must:

- Complete safeguarding training where required
- Follow the Safeguarding Policy
- Report concerns promptly
- Maintain professional boundaries

DBS checks will be conducted where legally required.

12. Health and Safety

Staff must comply with organisational Health and Safety policies and procedures.

Risk assessments will be undertaken for:

- Community sessions
- Events (e.g., fun runs, group activities)
- Office or remote work

Staff are expected to report hazards, incidents, or near misses promptly.

13. Conduct and Behaviour



All paid staff must adhere to:

- Code of Conduct
- Equality and Diversity Policy
- Social Media and WhatsApp Policy
- Data Protection Policy

Bullying, harassment, discrimination, or misconduct will not be tolerated.

14. Grievance and Disciplinary

Runspire Together will operate:

- A fair Grievance Procedure
- A Disciplinary Procedure aligned with ACAS guidance

Employees will have the right to be accompanied in formal meetings.

15. Termination of Employment

Employment may end through:

- Resignation
- Expiry of fixed-term contract
- Redundancy
- Dismissal (in line with fair procedure)

Notice periods will be stated in individual contracts.

16. Policy Review



This policy will be reviewed annually or sooner if required by changes in legislation or organisational structure.

Policy Effective Date: 14th February 2026

Review Date: 14th February 2027

Approved By: [Board / Trustees]