

Staff Management

Proper arrangements should be in place for the recruitment, supervision, support, appraisal and remuneration of all staff including the most senior member of staff.

Where a voluntary organisation employs paid staff, the Management Committee is ultimately the employer. The Management Committee is responsible for ensuring that the organisation's policies and practices are compliant with relevant legislation, are kept up to date and that its employment practices are at an acceptable standard. Good people management helps to contribute to the organisation's overall effectiveness and its ability to achieve its objectives. This of course brings additional responsibilities both legally and practically in terms of managing staff. The Management Committee do not usually directly line manage all staff.

However, they do need to ensure that:

- Appropriate policies and procedures for managing staff and volunteers are in place
- Sufficient resources are provided to train and develop staff to carry out their responsibilities
- Staff are properly supervised and account regularly for their work

This section introduces some of the basics around managing paid staff. However, expert information and advice on these issues is widely available. We have therefore focused on signposting to the best of existing sources of information and advice, both within the voluntary and community sector and beyond.

Download: [Employment Law Help Sheet](#)

Download: [Employment: Where Can I Get More Information](#)