



Employing Staff for the First Time

Did you know that DCA have a new community development training workshop for organisations that are looking to recruit a paid member of staff for the first time?

The workshop will look at how you can get your organisation ready to employ staff; considering areas—such as the costs of employing staff, registering as an employer with HMRC, types of insurance and putting HR processes in place for recruitment.

As an organisation you will first need to ask yourself if you can afford to employ someone. When recruiting an employee you'll need to think about the appropriate rate of pay for the type of role, paying national insurance and pension contributions and taking responsibility for paying sick pay, maternity and paternity pay. As an employer you will need to register with HMRC before you pay your first employee, and this may be something that you want to pay an external payroll provider to do for you.

Getting your organisation ready to employ staff also involves having the right policies and procedures in place to support your new staff member. As well as your core policies you may already have in place such as equality, diversity and inclusion, safeguarding and health and safety, you will need to implement employment-related policies such as sickness absence, annual leave and grievance and disciplinary policies. These and other HR policies are usually held in a staff handbook.

Although there are lots of things to consider when employing paid staff there is also lots of help available to make the whole process as straight forward as possible. As a starting point we would recommend attending [our workshop](#) where we will cover all topics relating to employing your first member of staff and will also provide you with some links and organisations to gather further information and support.