

## *Tool 5*

### EMPLOYING A TUTOR

Who will employ the tutor?

It will have to be an organisation that is capable of administering this, has some procedures in place, and has employed someone before.

For example:

- A Parish Council
- A Development Trust
- A Pre-School Group
- A Youth Club

This organisation will expect to negotiate a job description for the post with you. But also they will expect the tutor to be employed on their standard contract and conditions, though a special rate of pay may be negotiated with you. The employee will have to follow their policies, and show that s/he has the relevant qualifications and experience for the post.

The organisation will ask him or her for a CV or application form, references, and anything else they think they need to know. In the case of a teaching role, it will probably involve a check with the Criminal Records Bureau to ensure that no learner is at risk – not just young people, but vulnerable adults as well.

It is a lot of work and not to be undertaken lightly. For a one-off workshop, you may be better getting an outside organisation to run the whole thing. But if you would like to run them on a regular basis, it would be more worthwhile to have a tutor you know and trust who is able to prepare and deliver a series of events in partnership with you.

For more advice on employing people, look at the National Council for Voluntary Organisations (NCVO) website [ncvo.org.uk](http://ncvo.org.uk) or call 0800 2 798 798 for their Good Employment Guide for the Voluntary Sector, or look at [advicenow.org.uk](http://advicenow.org.uk) or [acas.org.uk](http://acas.org.uk).