



IARS Associate – Consultant Policy

1. Introduction and definitions

This policy is intended to provide a clear, consistent, safe, fair and transparent way in which IARS recruits, pays, engages and appraises its consultants.

IARS consultants carry out work on behalf of IARS representing its brand. They also carry all the charity's liabilities including its reputation, work ethos and good name. Therefore, it is important that before any work is carried out and independently of how small this work is that a process of approval, registration and identification is carried out.

“Consultants” are defined as anyone who delivers **paid** services to IARS from a few hours to several months or years.

2. Exclusions

The following individuals **cannot be engaged and be paid** as “consultants”, and therefore this policy is not applicable to them:

- a. IARS staff who are engaged via a contract of employment
- b. IARS trustees
- c. IARS funders
- d. IARS interns and volunteers, except when:
 - a. Performing a task that is outside of their placement and role as interns/ volunteers
 - b. The engagement does not conflict with their volunteer/ internship role
 - c. The task is not carried out at the same time and location as with tasks carried out under their role as volunteers/ interns
- e. IARS suppliers such as companies providing IT and HR support
- f. Individuals who have been convicted of serious offences, declared bankrupt or have been disqualified from working.
- g. Individuals who do not subscribe to IARS Founding values.

3. Recruitment process

Recruitment is achieved through: (a) targeted approach by IARS (b) open calls (c) self-referrals (d) referrals. IARS Equal Opportunities Policy will be applied at all times.

4. Appointment criteria

In order to qualify as an IARS consultant, the following accumulative criteria will need to be met:

- a. The consultant will first need to fill out the IARS Associate Application form (IARS Template) and send it to contact@iars.org.uk supported with (a) CV (b) IARS Diversity





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- Form (c) payment of IARS membership fee (Platinum category).
- If the application is deemed successful, then it will need to be signed off by the Director who will need to have access to all the supporting documentation. Once signed off, the applicant will be interviewed (face to face or telephone/ online), and if satisfied with the outcome, then confirm appointment. No application will proceed to the next stage without the quality control and final approval by the Director.
 - Before carrying out any work for IARS, the consultant will need to sign the IARS service agreement and agree to its terms.
 - Where the work involves contact with vulnerable individuals, then the IARS Safeguarding Policy will apply, and the consultant will need to provide a valid DBS certificate.
 - The Declaration of Conflict of Interest will need to be signed (IARS template).
 - A photograph and a short biography will need to be provided to IARS and put on the relevant page on the IARS website for transparency.

5. Payment process

Provided that the consultant was appointed as per this Policy, then the following must be met in order for payment claims to be valid:

- An invoice is sent to the Deputy Director with full details and an acknowledgement that the consultant is receiving the payment under this role, bearing all tax and HMRC liabilities. The invoice will need to be dated and the project/ related work referenced. Where a funder requires their grant agreement referenced this also needs to be included.
- The invoice will need to be accompanied by the agreed schedule of work (IARS template)
- Once the invoice is checked by the Deputy Director for accuracy and budgetary allocations, it will be passed on to the Director for final sign off.
- Consultants are not eligible for travel or subsistence expenses. Their fee is inclusive of any costs. Exception may be introduced but only under exceptional circumstances and only with the advance and written agreement of the Deputy Director.

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