**Recruitment Business Case**

**Effective from 1 April**

In our efforts to help control our costs, we have implemented an additional temporary step to recruitment. This process will be in action from 1 April and will be reviewed and adjusted when our finances improve. Colleagues will be notified when this is the case.

This approval process requires:

* Managers need to submit a business case to their Director
* The Director reviews and submits to the CEO and Corporate Director of Business Services for approval
* CEO and Corporate Director of Business Services either approve or deny the request and inform the Director
* The Director will inform the hiring manager. If the request is denied, the Director will work with the manager on alternative solutions.

Please use this form if you are wishing to recruit for any positions at the charity. There are some exceptions where you will not need to submit a business case, this includes:

* Posts that are fully funded by commissioners
* Store managers

Please note, regulated services that are part funded with voluntary funds will be given priority and will be responded to quickly. We aim to respond to all requests as soon as possible so as not to delay your recruitment, or if unsuccessful, your ability to plan your resources effectively.

**About you**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Area of the Charity** |  |

**About the role/vacancy**

|  |  |
| --- | --- |
| **Job title** |  |
| **Pay Grade** |  |
| **Why does this role need to be recruited to now?** |  |
| **What are the risks of not recruiting this post now?** |  |
| **What alternatives have been considered to cover the work of the post?** |  |