

The manager's guide to supporting part-time staff

Around 1 in 4 people work part-time in the UK. Despite its popularity, many part-time workers feel that they are undervalued or overlooked at work. This guide will help you to ensure you're supporting your part-time colleagues to succeed.

WHY HIRE PART-TIME?

- Reach a wider and more diverse range of candidates.
- Afford to bring in specialist expertise you couldn't afford full time.
- Demonstrate that you are an agile and flexible employer.
- Be more responsive to peaks and troughs by allowing people to increase and reduce their hours at busy or quiet times.

HOW TO SUPPORT YOUR PART-TIME WORKERS

- 1. Are you setting up your part-time workers to succeed?**
We've all heard of people who work four days and are expected to squash a full time role into less time. Make sure you are adjusting the workload to fit their time. Focus on what's really key for the role and see if any non core activities can be stripped away. Are there tasks which could be reallocated to other colleagues or could you allow longer for tasks to be completed? If not, is a jobshare an option?
- 2. Are you planning meetings and get-togethers in a way that everyone gets to attend?**
Make sure to plan well in advance and try to mix up the meeting days. Plenty of notice for big events may mean people are happy to change around their working time to attend.
- 3. Are your part-timers still able to work flexibly?** It's still helpful to be able to work from home if that's an option for the role or have flexitime for important appointments. If you support flexibility, it's usually repaid by people being flexible in return.
- 4. Are you creating development and progression opportunities for part-time colleagues?**
Don't assume part-time staff haven't got time to develop or take on additional responsibilities. It is possible to progress into senior roles on less than full time hours and there are many examples of people who've done it.
- 5. Do you regularly check in on how the arrangement is working?**
Over time, individual needs will change and what the role needs will change so it makes sense to keep checking in every few months.
You can find more practical help for managers in this [Timewise guide](#).

What makes for a great manager of part-time workers? Curiosity. Be aware what someone is going through. You need to remove the grey areas, you need to understand what they need and what they can't do. Ask those brave questions so you know where their barriers and boundaries are.

ANDREW EATON, CO-FOUNDER, EM & DREW LTD



3 QUESTIONS TO ASK PART-TIME TEAM MEMBERS

What does success look like for you in this role and is it achievable within your hours?

What are your personal boundaries around working time? Are there activities where you want to be contacted or involved in your non-working time and how do we ensure that works?

What I can do to help you to thrive and develop in this role?