

# How to find a part-time role

Despite the fact that 1 in 4 people work part-time, there are still very few jobs being advertised for part-timers – particularly at more senior levels. So if you want to work this way, how can you go about finding your perfect role?

## WHERE TO LOOK

- 1.** Check out **specialist recruitment sites**, such as Flexible Working People, Flexa, Working Mums/Dads and CJ Talent, that specialise in part-time and flexible roles. Civil Service Jobs, NHS Jobs and Indeed all allow you to search for part-time roles. However, be careful never to rely on one method of job-searching. You need to have your finger in several pies, so try these methods too...
- 2.** **Research flexible-friendly employers** in your field of work and bookmark the career pages of their websites to keep an eye on new vacancies. Look for roles which say ‘happy to talk flexible working’ or that they are open to discuss flexibility. Many good employers will state openly what their approach is to flexible working.
- 3.** **Network.** Make sure everyone you know, especially previous work colleagues, knows that you’re looking for a part-time job and the type of role you’re seeking. Ask people to keep a look out for you, and let you know if they hear of anything. Yes, we know... networking is the least favourite method of job-searching. But it’s also the most effective – so put yourself out there!
- 4.** **Make a direct approach.** This one is a bit more of a long shot, but speculative letters can sometimes hit the target – especially when you identify a small number of employers that you’re keen to work for, get a warm response from a contact there, and then keep in touch with them from time to time.
- 5.** **Finally, look great on LinkedIn.** If you’re not already on LinkedIn, you need to be. Thousands of employers use it to search for good candidates – and many prefer it to advertising their vacancy. Upload a recent portrait photo, put a lot of thought into your summary of experience and skills, packing it with keywords for skills that employers might search for. Finally, ask former colleagues to endorse your profile. Find more tips for getting the best from LinkedIn in [this Forbes article](#).

At interview, no matter if the role is full-time – ask what flexibility they might offer in this role.

KELLY KEATING, HEAD OF PEOPLE FOR A CLOTHING BRAND.



## LANDING THAT PART-TIME ROLE

### Have you set out clearly why you’re the best candidate for the role?

NEVER lead with wanting the role because it is part-time. Your application and CV should make clear the unique skills and experience you will bring to the role.

### When and how are you going to bring up your request to work less?

Make sure you are seen as a strong candidate and wow them with your experience first. This puts you in the best position to have the conversation about working patterns. You can open up with “I saw the role was offered with flexible working options. What sorts of flexibility tend to work well in your team?”. Then you can position what you ask for informed by their answer.

### Have you thought about how flexible you can be about your flexibility?

If a role has been advertised as ‘open to flexible working’ they may well consider flexible hours, hybrid working or a four day week, but a three day week or less may be a stretch if it was advertised as full time. Think about what your boundaries are in terms of hours and working patterns. It’s a natural part of recruitment for both sides to negotiate on pay and terms so be brave and ask confidently for what you want, and be prepared to compromise to find a win-win if needed.