



Authority to Recruit

- This form is to be used when seeking authorisation to progress a recruitment campaign.
- This form should be used to authorise all vacancies, except for interims, consultants, agency and other Externally Provided Workers (EPWs), which require a separate business case.

Section 1. Accurate Job, Pay and Grading information

- **Prior to seeking authorisation**, all manager's must ensure the post specification for the vacancy is accurate and graded correctly. Post specifications **approved** for use in recruitment campaigns can be found on the following SharePoint site: [Job Families - Home \(sharepoint.com\)](#)
- **Legacy County Council managers** should access this site for further guidance on the initial steps needed to either create or review a post specification.
- **Legacy District managers** do not *currently* have access to this site, so should contact their HR/OD representative for input and support when seeking recruitment authorisation and completing this form.

Job / Post Details

Job / Post Title:	Outdoor Leader (Casual)		
Post Group Number/ Reference:	PG485		
Can you confirm the post specification has been published on the SharePoint site? If not, this authorisation form will not be progressed.	Yes		
Final Grade:	8 i/ii	Salary:	£29777-30296

Section 2. Vacancy Information

Recruiting / Line Manager Name:	Gavin Smallbone		
Recruiting / Line Manager Position Title:	Head of Operations		
[Legacy District Only] HR / OD Officer:			
Is this role to be filled on a Permanent Basis?	No- this is a temporary role		

If temporary, please complete the detail below

Fixed Term End date (if applicable /known)	Open advert to run until 31 Oct 2025	Contract duration (e.g. 12 months)	
Reason for Fixed Term Contract:	Choose an item.	Vacancy Request Reason	Other- provide details in section 3

Replacement for leaver – details (if applicable)

Name of existing post holder / Leaver (where applicable)		Leaver or current post holder leaving date:	
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Number of vacancies to be filled:	20+	Contracted hours per Week:			Casual work as required on Zero hours contracts
Weeks worked per annum: (if not full year)		Casual Worker (this is different to a zero hours / supply contract):			No
Work Base, including address: <i>(where post is to be based)</i>	Hawse End Centre, Portinscale, Keswick, CA2 5UE				
Is Agile Working / Working from Home available?	Choose an item.	Proposed Closing Date:	Rolling advert until 31 Oct 2025	Proposed Interview date:	As required

Approval will only be granted for posts that are deemed as essential, please provide;

1. Supporting arguments and the consequences if approval is not given
2. Details of alternative resourcing models that have been considered, for example, redistribution of tasks, digital efficiencies, reduction of hours, career paths, apprenticeships or development within the team and why these are /are not suitable.

These supply/ad-hoc Outdoor Leader positions are necessary to meet fluctuating business levels and client requirements for the delivery of our planned outdoor activity programmes of Residential Outdoor Education.

This, as well as the need to replace previous casual workers who have now moved on to either permanent employment elsewhere or have moved to other geographical areas in search of, or to work at other outdoor education centres across the UK. The nature and seasonality of their profession creates a transient workforce.

The seasonal migration of (casual staff) is normally in the region of 20+ people, hence the need to recruit to that number to maintain the appropriate levels of employees available for work.

We require and “open” and rolling advert to recruit throughout the year.

Proposed method of recruitment:	External (including Internal)
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Section 4. Funding

Cost Centre:	1186001	Budget Holder Name:	Fiona Scott
Is funding available to cover the duration of this post? <i>(please provide detail of funding arrangements and if needed, any input provided by finance)</i>	Full cost recovery		


Does this post qualify for a Local Car User (LCU) allowance? Yes No

Grant or External Funding:

Organisation providing funding:	n/a -		
Total funding to be provided:		End Date of Funding:	

Section 5. Authorisation –Assistant Director, Director, or Chief Executive

For vacancies that report directly into senior managers, or above, Chief Executive authorisation is required.

Decision	Approve	Recruitment Method:	External (including internal)
Authorisation comments			
ELT Officer Signature:		Date of Authorisation	31.10.24
ELT Officer Name:	Emma Hamer	Position title:	Assistant Director – Education, SEND & Inclusion

NEXT STEPS

- For Cumbria County Council Managers, this completed and authorised form, along with a draft advert should be sent to the HR, Payroll and Recruitment Team via the portal (available on intouch)
- For District Managers, this completed form should be send to your normal HR representative.