

# Authority to Recruit Form

Recruiting to a New Post or a Replacement Post. To be used in conjunction with the Establishment Form

<b>MANAGER REQUESTING CHANGE:</b>		<b>NAME:</b> Elvira Soria		<b>SIGNATURE:</b> <i>Elvira Morrison</i>	
Is the post:	New Est Post: <input checked="" type="checkbox"/>	Replacement post: <input type="checkbox"/>	Est Post No: (HR use only)		
LEAVER NAME	n/a		LEAVING DATE	n/a	
JOB TITLE	Community and Events Fundraising Manager		DEPT	Public Fundraising	
<b>RECRUITMENT DETAILS:</b>					
Budget Code: 80	Permanent Recruitment: <input checked="" type="checkbox"/>		Temporary/Fixed Term Recruitment: <input type="checkbox"/> (complete temp contract details below)		
Dates for Temp Contract:		Date From:	Date To:		
Established Hours:	37.5 per week	Established Salary Range:			
Hours: (If not recruiting to established hours)	per week	Proposed Salary/Range: (If recruiting to outside of the established salary range)		£42k	
Are there any other allowances payable? (e.g. Location, Car Allowance, shop bonus etc.)					
<b>Job Description: (The sections below should be completed by Recruiting Line Manager)</b>					
Is there a new/updated job description? (If YES, please email to HR)			Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Have there been any significant changes to the updated JD?			Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
If yes, has the post been evaluated?			Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/> (Send JD to HR to evaluate)	
<b>The following questions must be answered for consideration by the vacancy control panel if incomplete the form will not be put forward.</b>					
<b>Could the existing work in relation to this post be redistributed/stopped/adapted? Additionally describe consideration given to new ways of working:</b>					
<p>This role was agreed in 2025 as part of the suite of new roles that are needed within Community and Events. The Community and Events team (currently less than 1.5 people) have a target of c£500k in 2026 but do not have capacity to reach this or maximise opportunities to secure future sustainable income, and in particular the increased targets for 2027 and beyond once the full team is in place. This role is key in establishing new ways of working across the C&amp;E team, in taking a strategic approach to Community and Events to increase the ROI of existing activities and introduce new ones, and in ensuring that the C&amp;E team work collaboratively across Fundraising to deliver excellent supporter care and maximise Hospice-wide income.</p>					
<b>What would the risks/impact of not appointing be on the service?</b>					
<p>The role has already been agreed, however the impact of not appointing would be</p> <ul style="list-style-type: none"> <li>• Inability to meet targets this year, without the agreed resource within the team</li> <li>• A lag or inability in setting up future sustainable fundraising opportunities in order to meet increased targets in 2027 and beyond, as identified in the Community and Events fundraising review</li> <li>• Burnout within the already stretched Community and Events Fundraisers</li> </ul> <p>The risk of these points is high.</p>					

**What mitigation in the event of not receiving permission to recruit?**

This role has already been agreed. However, a review of activities would need to take place which would disrupt the already stretched team.

Plans to increase income 2027 would not be developed or implemented on time.

**What would the "return on investment / Impact" look like from filling this post?**

- Fundraisers are able to work more strategically and efficiently
- Stability within the team after a period of change
- Plans to develop increased income ready for 2027 budgeting

**How long has the post been vacant for/been budgeted for and not recruited into:**

Unknown – but certainly since pre-Christmas

**Advertising Details:**

Where would you like the post to be advertised?

SLH channels  
CharityJob  
CIOF jobs board (if we have membership of CIOF)  
LinkedIn

I will work with the Comms team on the comms planning.

Advert Dates:	From: 3 March	Closing Date: 24 March
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**Interview Details:**

Interview Date/s and Time slots:	Interview 1 – 20 April (tbc depending on diaries) Interview 2 – 23 April (tbc depending on diaries)  Time slots to follow
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Interview Panel Members:	Elvira Morrison, Sarah Goddard (consultant)
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**For all requests:**

**Seen and Supported by the Head of People** Current capacity (under 1.5 FTE) is insufficient to deliver the c.£500k income target and planned growth trajectory for 2027+.

<b>Yes X</b>	<b>No</b>	<b>Observations</b>	The role provides essential management capacity and strategic oversight.
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Name Peter Baird	Signature 	Date 02/03/2026
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Signed –Director Head of Department

Name Elvira Soria	Signature by Email	Date 02/03/2026
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**Authorised and checked**

Director of Finance	Signature	Date
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**Authorised and checked**

Vacancy Control Panel - CEO - DoPOD - DoCS	Signature	Date
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**PLEASE NOTE:**

**This form must be fully completed and returned to POD in order to start the recruitment process**