

flexible times

Issue: 3

Welcome to the Flexible Times, the newsletter dedicated to flexible working practices.

The FlexExec Register:

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Interim, Project and Non-Executive roles

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Flexible working more vital than ever

The FlexExec Register: Flexible Solutions, Flexible Boardroom

Two years since the formalisation of HARP wallen's interim product offering and the launch of the FlexExec register, the fashion for hiring temps and flexible staff has reached the executive suite of the travel industry.

Turning to interim leadership gained popularity during the recession. As a result, their worth is now fully appreciated and with the upturn in the economy interim managers are in greater demand than ever.

Leading the business case for all forms of flexible working in the travel industry, past issues of Flexible Times (the FlexExec register's accompanying newsletter) have touched on a range of flexible working issues.

This edition looks a little closer at the four broad types of 'flexible' working options potentially available: Flexible Time, Place, Hours and Careers.

Latest FlexExec Opportunities

Role	Contract
Non-Exec Director (Marketing Services) London	£ Excellent, negotiable
Director CRM Dubai, UAE	£ Excellent (1 year contract)
Late Sales Executive South East	£ Negotiable (6 months)
National Account Manager UK	£ Excellent (Maternity Cover)
Outbound Sales Representative South East	£ Negotiable (Interim, potentially part time)
Manager, Online Marketing Dubai, UAE	£ Tax free + Accommodation + Benefits (1 year contract)

Flexible working options

Flexible Working Time *Broaden customer access*

FlexiTime: FlexiTimes schemes give employees a choice about the times of day they work allowing them to vary their start and finishing times.

Compressed Hours: Employees can work their number of contracted hours over a shortened period by increasing the number of hours they work each day. For example employees might choose to work their weekly hours over 4 rather than 5 days.

Useful Links and Further Advice

Flexibility.co.uk A not for profit organisation with the mission to extend the number of partners supporting its work and helping to raise awareness of the impact and benefits of flexible working.

Business Link Official guidance and case studies.

Annualised Hours: Fitting in with peaks and troughs in a business' activity over a year, working patterns are organised on an annual perspective. With for example the product teams' hours increasing during brochure production periods and falling thereafter or the reservation team working more hours in peak seasons. To assist with cash flow monthly salaries may be equally distributed over the year.

Shift Working: Employees work agreed shift patterns over a set period allowing businesses to remain open for longer.

Flexible Place *Increase staff retention, reduce overheads.*

Home Alone: As it suggests, employees work from home either permanently, on agreed days or on ad hoc basis. One of the most dramatic changes in agency sales in the travel industry over recent years has been the growth of home-workers.

Tele-Centre Working: Working from a satellite office (which may be managed by or space temporarily rented by the company), tele-centre working is an alternative/variation to home working.

Flexible Working Hours *Diversify the workforce and skill set*

Part-Time: Working less than the standard contractual hours, employees may work fewer full time days or shorter days.

Term Time Working: Increasing potential for a company to recruit and retain working parents, employees are able to take unpaid leave during the school holidays.

Job Share: The responsibilities of a position are divided between two part time workers.

Flexible Career *Build internal relationships, retain valuable skills*

Sabbaticals and Study Leave: Periods of extended unpaid leave away from work.

Contact Flexible Times

Email flexibletimes@harpwallen.co.uk or call the team at **HARP wallen** on 020 7072 2360

What are your experiences of flexible working?