

A photograph of two women in a professional setting. The woman on the left has long blonde hair and is seen in profile, smiling. The woman on the right has dark brown hair and is looking towards the blonde woman, also smiling. They appear to be in a meeting or collaborative work environment.

Flexible Hiring: A Quick Guide for SMEs

**Unlock the power of part-time
and flexible talent**

**A practical guide to help you hire smarter,
support your team, and grow your business.**

In a changing world of work, small and medium-sized businesses (SMEs) have a unique opportunity to think differently about hiring.

Flexible hiring isn't just about offering remote working or four-day weeks. It's about tapping into an experienced, often overlooked talent pool—professionals who want to work part-time or flexibly and bring high value in fewer hours.

This guide is designed to help you understand the business case for flexible hiring.



Why Flex Matters for SMEs

Flexible hiring can:

- ✓ **Save money** – Pay for fewer hours, whether the role is junior or senior
- ✓ **Get more for your money** – Hire senior-level professionals part-time for the same cost as a full-time graduate
- ✓ **Boost productivity** – Focused professionals deliver more in less time and are productive quicker
- ✓ **Support growth** – Bring in expertise exactly when and where you need it
- ✓ **Improve diversity** – Tap into talent that values work-life balance (including parents and returners)
- ✓ **Enhance loyalty** – Flexibility increases retention and employee satisfaction



What Does Flexible Hiring Look Like?

Flexibility comes in many forms. Here are just a few options:



Part-time:

Fewer days or reduced hours per week



Fractional:

Senior professionals working 1–3 days a week



Compressed hours:

Full-time over fewer days



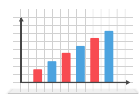
Job share:

Two people share one role



Term-time only:

Hours aligned to the school year



Project/interim :

Short-term expertise when you need it

**You don't have to stick to traditional 9–5.
Think outcome, not hours.**



Common Misconceptions About Flex

We often hear comments like:



"Flex only works in big corporates."

Not true. SMEs are more agile and better placed to benefit from flexible models.



"Part-time means less committed."

Not the case. Most professionals choose part-time to balance responsibilities—not because they lack dedication.



"It'll be hard to manage."

It really isn't. With good comms and clarity, flexible teams can outperform traditional ones.



"If I offer it to one person, everyone will want it."

Unlikely. Part-time = fewer hours and less pay. It appeals to those who need it, not everyone.



Making Flexible Hiring Work: 5 Practical Tips

- 1 Start with **the role**, not the hours – Focus on what you need done, not how many hours you think it will take.
- 2 **Be open** in your job adverts – Use inclusive language and say you welcome flexible or part-time applications.
- 3 **Think creatively** – Could two people share the role? Could a senior candidate do the job in three days?
- 4 **Communicate** clearly – Agree ways of working up front: availability, communication channels, expectations.
- 5 Work with **specialists** – Partnering with a recruiter like Ten2Two helps you find the right person and avoid costly hiring mistakes.



Need Support?

At Ten2Two, we've specialised in part-time and flexible hiring since 2007. We help SMEs grow by connecting them with professionals who want to work flexibly.

Whether you're hiring your first part-time team member or looking to restructure a growing team, we're here to help.



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