

# PCC of St Nicolas Newbury with St Mary Speenhamland

## Recruitment Support Document

*Note: this document forms part of the Recruitment Process and is designed for submission to the PCC along with the Job Description, in order to enable the PCC to determine whether to support the planned recruitment. It is designed to be completed by the Sponsor to provide important supplemental information not included in the Job Description so that the PCC has appropriate context to make a decision. It also contains recommendations for the recruitment process to assist the PCC in appointing and guiding the Appointment Team.*

### **A. KEY INFORMATION ABOUT THE ROLE**

- **Background to need for the Role**

[specify why role required; whether it could be a voluntary rather than paid role; how it fits in with the general direction of the church etc]

- **Anticipated Cost per Year of the Role**

[details – should include salary plus tax/NI plus any other benefits such as accommodation, pension etc]

- **Any additional information relevant to PCC's decision**

[specify]

### **B. PROPOSALS REGARDING THE RECRUITMENT PROCESS**

- **Recruitment Timelines**

[set out preferred start date and expected recruitment process timelines leading up to it]

- **Appointment Team Recommendations**

[Suggest three or more people suitable for the Appointment Team]

- **Job Advertisement Intentions**

[specify where and how the role will be advertised]