

Unlock Field Workers

Development Strategy



Though the local contexts and details will vary there are common criteria and approaches, which define this type of development for Unlock. For each Unlock Field Worker appointment four distinct elements need to come together in a way that makes sense. These are:-

- Locality
- Funding
- Support group
- Field Worker

In different locations these elements may emerge in a different order but all will need to be established for an Unlock Field Worker appointment to go ahead.

The agreed process is outlined below.

Step 1) Enquiry. Local individuals, or groups, who believe that they may have the potential to pull these elements together (*Sponsors*) may apply, in the first instance, to the Chief Officer, for a Field Worker to be considered for their area. Where the *Sponsors* are a group, rather than an individual, it will be helpful for them to appoint a single spokesperson for this process. *

Step 2) Agreement - will need to be established, both nationally (within Unlock) and locally, that this is an appropriate and viable locality and that funding and appropriate support can be arranged. The current budget (2005) is £4,000, half of which comes from Unlock and half from the local sponsors, or a source arranged by them. The *Sponsors* are responsible for convincing the Chief Officer, and the Chair of Unlock, that this is the case, however the National office will provide support for this process in cases where there is clearly potential. *

Step 3) Negotiating Details. Once the above has been achieved the following issues will need to be discussed and resolved between the Chief Officer and the *Sponsors* or their representative: -

- Working pattern.
- Management.
- Finance.
- Local support and development.
- The potential for taking the work on after Unlock's *funding* commitment ends.
- Access to local networks.

- Spiritual objectives.
- Division of responsibilities between the Sponsors and Unlock (see attached document)

Step 4) Funding. The sponsors raise their share of the funding for the first year, and pay it to Unlock. Agreement is reached about the hourly rate and the funding of expenses for the work. This stage must be completed *before* an appointment is initiated. *

Step 5) Appointment. The Sponsors (in consultation with the Chief Officer) advertise the Field Worker post in appropriate *local* networks and in the local job centre. Application forms and a job description are sent to those who apply for details. The Administration for this process will be handled by the Unlock National Office. Should there be more than three applicants the Chief Officer, and two representatives of the Sponsors will meet (or consult) to shortlist candidates, (these three people will also form the interview panel). Interviews will then be arranged for those who have been short-listed and an appointment made.

** Council officers will be informed/consulted at each of these stages. There will be an update on any Field Worker developments at each Council meeting.*

The following documents exist to support this process: -

- Strategy document – Why Unlock Field Workers?
- Unlock Field Worker Job Description
- Unlock Field Worker Terms and Conditions including Contract of Employment
- Distinct roles of Unlock National Office and Local Support Structure
- Unlock Field Worker Project Application Form (for Sponsors to complete)
- Notes on Field Worker Appointment Process
- Unlock Field Worker Job Application Form
- Unlock Field Worker Sample Job Advertisement

These can be regarded as templates that can, by negotiation, be adapted to the local context.

Dawn A. Lonsdale, Chief Officer, October 2004