

Unlock Field Workers Notes on Appointment Process



Once The National Council has given the go-ahead for an Unlock Field Worker appointment the process of appointing a worker takes the following shape.

- Step 1)** The Sponsors (in consultation with the Chief Officer) advertise the Development Worker post in appropriate *local* networks and in the local job centre. This does not mean paying for expensive advertisements in the local press. A notice in the local Job centre is recommended, and also circulation of the details within local church networks and the networks of the sponsors, by whatever means are available. The wording of any advert should be agreed with the Chief Officer.
- Step 2)** Enquiries about the post must either be handled by the national office or the sponsor's office, not both. Agreement should be reached about this in each case. Application forms and a job description will be available for those who enquire. These documents can be adjusted to the local context, by agreement between the sponsor and the Chief Officer. If this part of the process is handled by the Unlock National Office applicants may also benefit from speaking with the sponsor about the local vision for the development and this can be arranged where it is desirable.
- Step 3)** Where there are 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).
- Step 4)** The National office will then arrange local interviews for those who have been short-listed.
- Step 5)** Interviews take place and an appointment is made. The Sponsor offers the post to the successful applicant and, if they accept, the Chief Officer informs the National Council. A start date is agreed between the worker, the sponsor, and the Chief Officer.

Sample Job Adverts

Unlock Field Worker (specify location)

Unlock – a small national charity based in Sheffield – in partnership with a *Local sponsoring agency* are looking to recruit a suitable person to work the equivalent of one day per week. You will work with 2 -3 congregations at any one time in *agreed urban areas* across the city, helping people to explore the Bible in ways which change lives (and communities). Salary - £X.XX per hour. Interviews – early with a starting date early For more information, contact before the end of

Unlock Field Worker (Anytown)

Are you passionate about:

Unlocking real life stories about urban people
Revealing Good News of the Down to Earth Christ
Releasing life giving skills and confidence

Then this could be for YOU



The successful candidate will:
work the equivalent of 8 hours per week
support small groups in 2 - 3 churches in *urban priority area*
parishes in Anytown
explore fresh models of sharing the *Bible* together

To do the job well you will need to be committed to the Christian faith, believe in the insights of local Christians, have experience of supporting small groups, and be enthusiastic about the necessity of working ecumenically.

Salary
£X.XX per hour

Interviews will take place in, with an anticipated starting date of early September.
To find out more information, or to submit an application, contact
..... before the end of

Funding is secure for an initial one year - through the *Unlock Council* and the *Trust* - although it is hoped that additional funding will be available to maintain and develop this work over coming years.

DAL 3/11/04