Unlock Local

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 local project** four distinct elements need to come together in a way that makes sense. These are:

- Locality
- Funding
- Unlock Local Team
- Development Worker

In different locations these elements may emerge in a different order but all will need to be established for an Unlock Development 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 an **Unlock Local Project** 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**. Needs 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 is £6,000 per annum, a maximum of half of which comes from Unlock and at least half from the local sponsors, or a source arranged by them. The Sponsors are responsible for ensuring that their share of the finance has been secured, however the Unlock National office will provide support for this process in cases where there is clearly potential.

Step 3) **Funding**. The sponsors raise their share of the funding for at least the first two years, and pay it to Unlock. Agreement is reached about the hourly rate (which cannot be less than the Real Living Wage as set by the Living Wage Foundation) and the funding of expenses for the work. This stage must be completed before the appointment of an Unlock Development Worker can be initiated.*

Step 4) **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 UL5)

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. An application form, and job description, are sent to those who apply for details. The Administration for this process will usually 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. The detailed appointment process is laid out in document UL7.

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

The following documents exist to support this process and are available on request from the Unlock National office:

• UL1 Sponsors Project Application (for Sponsors to complete)
• UL2 Unlock Local Project Development Strategy
• UL3 Role of the Unlock local Team (ULT)
• UL5 Support and supervision roles
• UL6 Strategy document – Why Unlock Development Workers?
• UL7 Notes on Development Worker Appointment Process
• UL8 Unlock Development Worker Terms and Conditions including Contract of Employment
• UL9 Support for Unlock Workers
• UL10 Unlock Development Worker Job Description
• UL12 Unlock Development Worker Job Application Form
• UL13 Funding Agreement

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