



# Unlock Local

## Notes on Development Worker Appointment Process

(Relates to step 5 of the Development strategy document UL2)

Once The National Council has given the go-ahead for an Unlock Local Partnership, the process of appointing an **Unlock Development Worker** takes the following shape.

### Step 1

Forms UL1 and UL13 are completed by the sponsors and returned to the Chief Officer, with payment for at least the first year of the partnership.

### Step 2a

The salary for the worker must be agreed between the CO and the Sponsor. Unlock has a policy of paying its employees at least the living wage as defined by <https://www.livingwage.org.uk/calculation>. Local sponsors may decide to pay more than this provided that the full costs are likely to be covered by the overall budget for the project, or the local sponsors are prepared to underwrite any shortfall within the agreed timescale of the project.

### Step 2b

The text of the following documents is agreed between the Unlock Chief Officer and the Sponsors.

- Job advertisement (A4)
- Job advertisement (1 paragraph)
- Job description
- Job application form

An Equal Opportunities monitoring form may be used if it is the usual practice of the sponsoring organisation. The following phrase – ‘The Employment Equality (Religion or Belief) regulations 2003 section 7.2 applies.’ – should be included in adverts, and in the contract and job description.

### Step 3

The Sponsors (in consultation with the Chief Officer) advertise the Development Worker post in appropriate local networks. This does not necessarily mean paying for expensive advertisements in the local press. Circulation of the details within local church networks and the networks of the sponsors, by whatever means are available, is recommended. The wording of any advert should be agreed with the Chief Officer.

### Step 4

Enquiries about the post must either be handled by the Unlock National Office or the sponsor’s office, not both. Agreement should be reached about this in each case. An application form 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 5

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 6

The Unlock National office will then arrange local interviews for those who have been short-listed.

### **Step 7**

Interviews take place and a Development Worker appointment is made. The Chief Officer of Unlock offers the post to the successful applicant and informs the Unlock National Council if they accept. A start date is agreed between the worker and the Chief Officer. The sponsor is informed.

### **Step 8**

The Development worker is provided with terms and conditions and a contract within two weeks of starting work for Unlock.

### Sample Job Adverts

#### ***Unlock Urban Discipleship Development Worker (specify location)***

Unlock – a small national charity – 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 churches and church groups in **agreed urban areas** across **.....**, helping people to explore the Bible in ways which change lives (and communities). The Employment Equality (Religion or Belief) regulations 2003 section 7.2 applies. Salary - £ **X.XX** per hour. Interviews – **early .....** with a starting date **early .....** For more information, contact the Unlock National Office, Handsworth Parish Centre, Handsworth Road, Sheffield, S13 9BZ, [office@unlock-urban.org.uk](mailto:office@unlock-urban.org.uk), 0114 293 9060, before the end of **.....**

See next page for a full page advert



## Unlock Development 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 Anytown
- explore fresh models of sharing the *Bible* together

To do the job well you will need to be committed to the Christian faith (The Employment Equality (Religion or Belief) regulations 2003 section 7.2 applies), believe in the insights of local Christians, have experience of supporting small groups, be enthusiastic about the relevance and power of the bible to transform, and be committed to working with a wide spectrum of churches.

Salary

£ X.XX per hour

Interviews will take place in ...location..., with an anticipated starting date of ..... To find out more information, or to submit an application, contact the Unlock National Office, Handsworth Parish Centre, Handsworth Road, Sheffield, S13 9BZ, office@unlock-urban.org.uk, 0114 293 9060, before the end of .....

Funding is secure for ..... - 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.