

Resource Guide for Reading's Community

# Resources for the Individual & Employee

For those facing redundancy, out of work or wondering  
“what next?”



**+ READING VOLUNTARY ACTION**



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# Introduction

A group of Voluntary Organisations in Reading (Reading Faith Forum, Reading Voluntary Action and The WELL Centre) worked in consultation with other groups across the town to explore a coordinated approach to the economic recovery in Reading.

Following the launch conference 'Tackling Redundancy – a different opportunity' this Resource Guide is a first step, offering an initial overview of support available for people whose jobs may be at risk or whose jobs have been declared redundant, and especially for those in smaller businesses who may not have access to the support from a full Human Resources department.

This Guide has been prepared and made available through the voluntary support agencies in Reading so that individuals can find out more about the main sources of support available to them. It is intended to supplement the information and support already available to individuals and organisations through official channels such as the local Job Centre Plus and other agencies. Whilst every effort has been made to ensure the accuracy of material in this guide, it is always recommended that individuals or organisations seek professional advice and guidance for their particular circumstances.

The Guide covers

Assisting individuals in building employability and available support;

Assisting employees and individuals of local Voluntary support available and their contact details.

## ***Disclaimer***

***All information is accurate at time of publishing. Reading Faith Forum, Reading Voluntary Action and The WELL Centre are not responsible for the contents or reliability of linked websites. Information becomes out of date quickly so needs to be checked with an advice worker or a mentor for current data.***

## Section 1 The Redundancy Guide for Employees

### 1.1 Job Worries

How to make yourself indispensable in your current employment:

Carrying on as usual in a workplace where redundancy rumours are growing is unsettling. You are probably worried about your own future. Now is the time to consider using this experience to review your future options. Remember it is not only your skills that are important, but your mindset – a healthy mental attitude helps build your resilience to find something positive when morale may be low during a potentially unhappy and stressful period in your workplace.

Helpful Advice : 'Putting Your Mindset to Work' by James Reed & Paul Stoltz PhD. Based on research conducted by the REED Group on their 3,000 employer clients about what employers really want, this book equips employees with the means to review the mental attitudes needed to succeed in any kind of job. Published by Penguin Group July 2011 ISBN 978-0-670-92051-8. Ask your local library to get you a copy.

### 1.2 Flexible Working Practices:

Employees have the right to request flexible working and there is evidence that this has helped create an alternative option to retain employment. Details on flexible working and examples are on the [direct.gov.uk](http://www.direct.gov.uk) website.

[www.direct.gov.uk/en/AdvancedSearch/Searchresults/index.htm?fullText=flexible+working](http://www.direct.gov.uk/en/AdvancedSearch/Searchresults/index.htm?fullText=flexible+working)

### 1.3 Redundancy Rights

Redundancy happens when your job disappears. It is not the same as getting the sack because you have done nothing wrong. The most common reason for employers to make people redundant is because they need to cut their costs, close down, relocate, or the need for a job no longer exists.

### 1.4 How your Employer decides who goes

If compulsory redundancies are necessary then your employer must adopt a fair way of selecting people. It may look at some or all of the following:-

Skills and experience (this can sometimes lead to people having to re-apply for their jobs),  
Quality of work, attendance records, and disciplinary records.

### 1.5 Potentially Unfair Dismissal

By law your employer must not discriminate against you for any of the following reasons: your race, sex, age, sexual orientation, marital status, disability, being a member of a trade union or because you work part time or on a fixed term contract.

You should first appeal against the decision to your employer. Put your appeal in writing, explaining

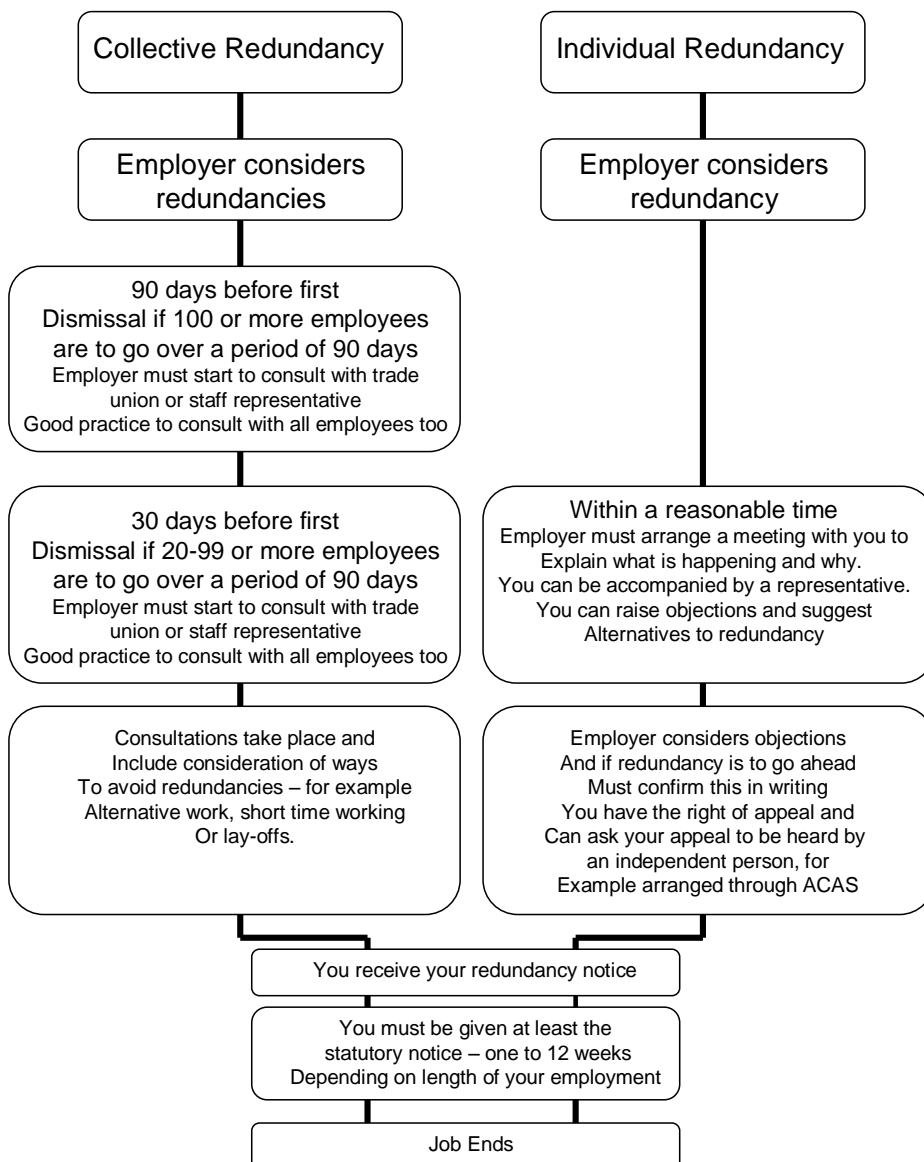
why you think you have been selected unfairly and what you want your employer to do to put the situation right.

If you are still not satisfied you can take your employer to an Employment Tribunal. For advice on this, contact your trade union, local CAB or the Advisory, Conciliation and Arbitration Service (ACAS).

## 1.6 Alternatives to Redundancy

Employers are doing their best to avoid redundancies, by considering a wide range of alternatives including flexible working arrangements to mitigate the rising financial and social costs.

### Redundancy Timetable



## 1.7 Redundancy Pay

You are entitled to statutory redundancy pay – a lump sum to compensate for the loss of your job. This is the minimum required by law, as long as you have worked for your employer for at least 2 years. If you have worked on a casual basis and have no contract of employment, or you are an agency worker then you are unlikely to qualify for redundancy pay. Many employers offer more generous redundancy packages.

The amount of money you get is dependent on your length of service, how old you are, and how much you are paid.

By law you are entitled to the following:

- Half a week's pay for each full year of service while you were under age 22
- One week's pay for each full year of service between the ages of 22 and 40
- One and a half week's pay for each full year of service after your 41st birthday
- The calculation above is based only on a maximum of 20 years service and pay up to a maximum of £400 per week (from 1 October 2011 and expected to stay at this level until February 2012)

### Example 1

Edward is 45, his weekly pay is £400 per week and he has completed 15 years' full service, he will receive £6,800 statutory redundancy pay.

Step 1: 1.5 weeks x 4 years full service when he was 41 or above = 6 weeks

Step 2: 1.0 week x 11 years service when he was under 41 = 11 weeks

Step 3: 6 weeks + 11 weeks = 17 weeks x £400 (max wkly wage) = £6,800 statutory redundancy pay

### Example 2

Sally is 48 and has worked for 22 years. Despite earning £700 per week, she is entitled to a statutory redundancy payment based only on the maximum of £400 per week and for 20 years service. Sally will receive £9,400 worked out as follows:

Step 1: 1.5 weeks x 7 years service when she was 41 or over = 10.5 weeks

Step 2: 1 week x 13 years service when she was aged 22 and 41 = 13 weeks

Step 3: 10.5 weeks + 13 weeks = 23.5 weeks x £400 = £9,400

The online calculator can help work out how much statutory redundancy pay you might be entitled to

[www.direct.gov.uk/en/Employment/RedundancyAndLeavingYourJob/Redundancy/DG\\_174330](http://www.direct.gov.uk/en/Employment/RedundancyAndLeavingYourJob/Redundancy/DG_174330)

## 1.8 When you get Paid

All redundancy pay has an initial non-taxable amount. If you receive more than the non-taxable amount you will have to pay tax at the highest rate on the excess. (E.g. a high rate tax payer had to

pay 40% tax in 2010 -2011 on any amount over the non-taxable threshold of £30,000.) If you receive any non cash benefits such as a company car, a computer, this will be given a cash value and added to your redundancy pay for tax purposes. If however you do not receive your redundancy pay or P45 until after you have left your employer, you will only pay basic rate tax on the excess at the time you receive it. If you receive more than the non-taxable amount and do not need it to meet your living expenses, you could consider paying into your pension scheme. In that case you would get some tax relief on the pension contribution. It is recommended that you check the exact details with the Tax Office or a professional tax advisor with regard to your particular circumstances.

[www.bis.gov.uk/insolvency/Redundancy/procedures](http://www.bis.gov.uk/insolvency/Redundancy/procedures)

Recent checks on this website states that the form is issued by the Insolvency Practitioner and also available to individuals in hard copy form by contacting 0845 015 0010. There is a fact sheet available on this site explaining the process.

### **1.9 Tax and Redundancy Pay**

You do not pay tax on the first part of redundancy pay. If you receive any non cash benefits such as a company car, a computer, this will be given a cash value and added to your redundancy pay for tax purposes. If you receive more than £30,000 you will have to pay tax at the highest rate on the excess. For example a high rate tax payer has to pay 40% tax in 2010-2011 on any amount over £30,000. If however you do not receive your redundancy pay or P45 until after you have left your employer, you will only pay basic rate tax on the excess at the time you receive it. If you receive more than £30,000 and do not need it to meet your living expenses, you could consider paying into your pension scheme. In that case you would get some tax relief on the pension contribution.

### **1.10 Other Payments when you Leave**

You might receive other payments when you are made redundant. If these are due to you under your contract of employment, they will be taxable in the same way as normal pay. These might include the following:

- Wages Owing and Bonus Payments
- Holiday Pay Owing
- Tax and National Insurance payments will have been deducted as usual before you get them

### **1.11 Pay in Lieu of Notice (PiLoN)**

If your employer does not want you to work out your notice period, you will be offered a lump sum instead. The money is taxable if your employment contract entitles you to this payment or it is normal practice where you work.

### 1.12 Leaving Early

If offered a job and your new employer wants you to start before your redundancy notice ends, speak to your current employer and see if you can leave early without losing redundancy pay. Put your request in writing saying when you want to leave. If your employer refuses, take advice from your trade union, CAB or ACAS. If you leave early without your employer's permission you could lose some or all of your redundancy pay.

### 1.13 Last Day Check List

- Any redundancy pay, wages, holiday pay, and outstanding money due to you
- Job Reference from your employer
- A letter stating the date of your redundancy
- Your P45 (to give to the JobCentre when you sign on or your new employer so that you are taxed correctly)
- Details of your pension arrangements

**N.B.** National Insurance contributions will only be paid if signed on for Job Seekers allowance. This will affect your pension rights (see more in other sections). Consider the impact of Signing On even when no benefit support is available. JobCentre Plus provide National Insurance credit when signing on and there are fact sheets available and guides for employee and employer

<http://jobseekers.direct.gov.uk/homepage.aspx?sessionid=2b2160aa-6662-418a-9591-db17c9aa7886&pid=3>

## Section 2 Next Steps

### 2.1 Getting Time Off

Employees under notice of potential redundancy are entitled to reasonable time off during working hours to look for suitable alternative work or make arrangements for training for future employment. Employers may also allocate some training funds to help employees 'skill up' or retrain for a specific job or trade.

Outplacement assistance: many employers arrange outplacement assistance to further support employees deal with the challenge of finding another job.

### 2.2 What are Employers looking for?

The right balance between experience, skills and mindset. While skills and experience will get you so far, what employers are really looking for includes the right 'mindset' or 'habitual way of looking at things' as defined in the Oxford Dictionary. It is deeper than 'mental attitude'. It includes 'openness to new experience', 'extracting the good out of your experience', and also personal qualities of willingness to learn, curiosity, as well as resilience and tenacity. All these qualities are capable of being demonstrated. Reed International explored over 30,000 managers and directors worldwide and published their conclusions in a useful self help soft-back book entitled 'Put Your Mindset to Work' by James Reed and Paul Stoltz, published by Portfolio Penguin (2011) ISBN 978-0-670-92051. ([www.greenpenguin.co.uk](http://www.greenpenguin.co.uk))

### 2.3 Where to get some Career Advice

Arrange a one-to-one confidential interview with an adviser from Next Step who will also be able to tell you about job and training opportunities. Contact: 0800 100 900

<https://nextstep.direct.gov.uk/Pages/home.aspx>

### 2.4 Making Use of the Internet

Many jobs are advertised 'on-line'. If you don't have internet access at home you can join New Directions and use their computers or you can use the internet at your local library. Reading Central Library, Abbey Square, Kings Street, Reading RG1 3BQ. Tel: 0118 901 5950

### 2.5 Brushing up your CV

Your CV - a brief history of your work achievements and qualifications - is your gateway to getting interviews. It will be your first consideration when you meet staff at JobCentre Plus. Independent agencies that can help are listed under the section 'Resources Online'.

Gateway to jobs, magazine articles, help with CV etc.	<a href="http://www.careers-gateway.co.uk">www.careers-gateway.co.uk</a>
Learning at home or at a centre near you	<a href="http://www.learndirect-advice.co.uk">www.learndirect-advice.co.uk</a>
Graduate careers service for jobs and courses	<a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a>

## 2.6 Support with Job Searching on-line?

As part of the service, many agencies offer training and support to access the web. Employers often require on-line applications for advertised vacancies. To save you endless form filling, read the job advertisement carefully to see how well your skills and experience match the employer's requirements.

You can also get help to improve your current level of skills while job hunting.

Most jobs now require familiarity with computers and certain software packages e.g MS Word, Powerpoint or Excel. Take advantage of IT and other training courses that are available. To update your skills or learn new ones, there are agencies who can offer a range of assistance. (e.g. New Directions, Reading: <http://newdirectionsreading.co.uk/> )

## 2.7 Find out about Financial Support to improve your skills.

Possible sources of support are listed at [www.direct.gov.uk](http://www.direct.gov.uk) and the Next Steps service may be of assistance. (Contact 0800 100 900)

## 2.8 If between 17 -24 you might wish to consider an Apprenticeship.

Go to [www.direct.gov.uk/apprenticeships](http://www.direct.gov.uk/apprenticeships) and review the wide range of possibilities.

## 2.9 Improving Literacy and Numeracy Skills

If English is not your first language or you need to brush up on Math's and English, then the following places can help with training:-

New Directions, Reading	0345 842 0012	<a href="http://newdirectionsreading.co.uk/">http://newdirectionsreading.co.uk/</a>
Tabs Training, Reading	0118 958 6600	<a href="http://tabs.ltd.uk/centres/Reading">http://tabs.ltd.uk/centres/Reading</a>
Reading College	0800 371 434	<a href="http://www.reading-college.ac.uk/courses/">www.reading-college.ac.uk/courses/</a>

## 2.10 Getting Help with Recruitment Interview Practice

Good preparation can boost your confidence. Your employer may offer training, and if you have signed up with a recruitment agency, they will give you advice. Job Centre Plus (Reading) will have a list of providers who offer this service free of charge together with CV writing, on-line job searching, analysing job advertisements, completing on-line applications, writing cover letters, interview preparation and practice and related help.

### **2.11 Staying in Touch with the Workplace through Volunteering**

Being out of work can dent your self confidence. You can take up voluntary work or go on a course to teach you new skills, improve your confidence and help you get back into the routine of regular hours. Contact the volunteering service at Reading Voluntary Action for help and advice on volunteering opportunities. [www.rva.org.uk](http://www.rva.org.uk)

### **2.12 Where can I get help to Explore Starting my own Business?**

You can either build on your previous experience, skills and contacts, or consider buying an existing business, or a franchise. [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

## Section 3 Managing Money

### 3.1 Making the Most of Your Redundancy Pay

A large lump sum offers a sense of security in the short term but needs to be carefully managed to ensure it is used wisely as part of your overall long term budgeting plan. Use the Budget Builder tools referred to in the Budget Builder. <http://budgetbuilder.creditaction.org.uk/>

#### Personal & Household Budgeting:

Managing on fewer outgoings would be the first step to understanding where the money goes. Options for reducing monthly mortgage repayments, or renting out a room or reducing loan repayments should be considered.

#### Where can I get a suitable template?

Personal Protection Insurance: Many mortgage companies offer PPI as part of their loan protection arrangements to mitigate the impact of job loss. There are often useful tips and templates to help you manage your household costs.

#### Benefits you might be able to claim:

If you are having problems paying your rent, check whether you might qualify for any state benefits. If your landlord is threatening to evict you, contact: [www.shelter.org.uk](http://www.shelter.org.uk)

### 3.2 Entitlements

Protecting your State Pension entitlement. National Insurance credits to protect your entitlement to State Pension will mean that you must register with JobCentre Plus as soon as possible even if you are not yet entitled to receive Job Seekers Allowance or do not qualify for any allowances.

### 3.3 Job Seeker Allowance:

Other State Benefits & Tax Credits: These are means tested and dependent on your current level of income and savings. You may be entitled to support in meeting rent payments. Look at [www.direct.gov.uk/en/Di01/DoltOnline/DG\\_178228](http://www.direct.gov.uk/en/Di01/DoltOnline/DG_178228)

### 3.4 Money Worries

What to do and where to get help if debt becomes a problem?

Listed below are some local organisations.

Reading Citizens Advice Bureau	<a href="http://www.readingcab.org.uk/">www.readingcab.org.uk/</a>
Frontline Debt Services	<a href="http://www.frontlinedebtadvice.org.uk/">www.frontlinedebtadvice.org.uk/</a>
Community Savings & Loans	<a href="http://www.cslberks.org">www.cslberks.org</a>
Reading Samaritans	<a href="http://www.samaritans.org/reading/">www.samaritans.org/reading/</a>

## Section 4 Your Home

### 4.1 Home Payments

One of the biggest concerns if you lose your job is how to keep up any rent or mortgage payments. Take stock, keep calm and get expert advice.

### 4.2 Arrears Help

If you may fall into arrears with your rent check whether you might qualify for any state benefits. This might include housing benefits to help directly with rent payments or other benefits, such as council tax benefit or tax credits which could ease the strain on your budget. Contact your local housing benefit office: [www.reading.gov.uk/residents/Housing/HousingandCouncilTaxBenefits/](http://www.reading.gov.uk/residents/Housing/HousingandCouncilTaxBenefits/)

### 4.3 Falling Behind

If you do fall behind with your rent or receive a written notice from your landlord, you should immediately contact a housing adviser, either through Communicare, East Reading ([www.communicare.org.uk](http://www.communicare.org.uk)) or the Reading Citizens Advice Bureau. The faster you respond the more chance there is of keeping your home. If you wish to check that your landlord is acting lawfully you can check on Shelter's eviction checker website ([www.shelter.org.uk](http://www.shelter.org.uk))

### 4.4 Help For Home Owners

Scheme	How it works
Support for Mortgage Interest (SMI)	If your income and savings are low, you may qualify for this state benefit which can help to cover part or all of your interest payments. You claim through JobCentre Plus.
Home Owners' Mortgage Support	Under the scheme if you are struggling to pay your mortgage, you may be able to defer paying part of the interest on your loan for up to two years. Any interest you do not pay during this deferral period is added to your outstanding mortgage and will need to be repaid eventually. For more details contact your lender or local council.
Government Mortgage Rescue Scheme	If you are in danger of becoming homeless, you may be able to sell part or your entire home to your local council or housing association and instead pay a subsidised rent. To be eligible for this scheme, you must have someone in your household who is in priority need such as a child, pregnant woman, an elderly person or a disabled person. For details see <a href="http://www.direct.gov.uk">www.direct.gov.uk</a> and talk to your local council or mortgage lender.

#### **4.5 Further More Detailed Advice**

More detailed on-line advice on managing your money or your mortgage or rent can be obtained from the Consumer Finance Education Body (CFEB) – Helpline: Tel: 0300 500 500 or [www.moneymadeclear.org.uk](http://www.moneymadeclear.org.uk)

They include free download guides including The Redundancy Handbook and other money management tools including the Budget Builder, the Cutback Calculator etc. Where these are not accessible on-line, then call direct to obtain the Guides through the post.

## Section 5 Advice to Partners

When someone we care about loses their job, we - their family or friends - are also affected.

**For a partner, coping with your loved-one's change in circumstances can be stressful in all sorts of ways. Your ability to help them to handle the redundancy period can have a crucial impact on how your partner copes with the transition and moves forward.**

Aside from helping your partner through this period, you will have the additional burden of grappling with your own anxieties - and, perhaps, those of your children. Partners will often experience the anguish of redundancy as much as the job seeker.

Much of the following advice may appear to be common sense; some of it may appear difficult to put into practice. But even for the most difficult problems there is comfort to be gained by merely being aware that they may arise; and from being able to reassure yourself that your reactions to the experience are shared by the many other people who have had to face redundancy.

### 5.1 Facing up to Loss

While the overall effects of redundancy depend upon individual circumstances, the loss of a job is initially, for most of us, absolutely devastating. When someone loses their job, they lose many other things that are important to them: their confidence, their sense of security, even their dignity. The way they perceive themselves and the way others perceive them can change radically.

As their partner, you also will sense some of these emotions and time is required for an understanding of the impact of this significant change.

### 5.2 Relief

For many, the announcement of redundancy comes not so much as a bolt from the blue but as a final nail in the coffin after a long period of uncertainty and instability – and can initially bring great relief. It may mean the end of a boring job, of an over-heavy workload involving long hours, or of a difficult personality clash with a colleague.

### 5.3 Shock, Immobilisation and Loss

A sense of numbness normally follows, where very little is felt emotionally. There may be a feeling of being overwhelmed, being unable to make plans, unable to reason, to understand; and even disbelief – "this can't be happening to me!"

A sense of loss may also be felt at this stage – loss of status, loss of structure to the working day, loss of being part of a team, loss of job satisfaction, loss of security and loss of personal identity.

## 5.4 Searching and Denial

Once the shock is over, it is often followed by some form of searching - an identity search "for the real me", for example, or a survival search "for a new means of survival". Searching for a new ideal is, after all, a perfectly natural and healthy response from someone whose self-image and self-confidence have been severely damaged by redundancy. By considering new ideals and new opportunities, your partner has a chance of regaining much of the lost impetus, as well as repairing their self-esteem.

"He got this crazy idea that if we could sell the house and go abroad everything would work out - but I think he knew deep down that this was not the answer".

Another common response at this stage is denial. Some people block things out, continuing to work as hard, or even harder at the workplace. This manifests itself in comments such as "I have to leave it in good order" or "I must finish my reports".

Others may show denial by throwing themselves into a variety of other activities which create the feeling that purposeful work has been found, such as DIY around the house or "doing some work on the side" for friends. Unfortunately it is a superficial way of coping and usually a short-term substitute for paid employment; the positive effects soon wear off.

## 5.5 Anger

Often the next stage is anger. The person may blame others for what has happened to them, focusing their anger on their boss, the person who announced the redundancy, senior managers, the government, the EU or the world economy. Alternatively, the anger may be turned towards family members. "She had invested all that hard work into that company, and this was all the thanks they could give her".

This anger may be an intense, all consuming emotion which the person may be unused to feeling and have great difficulty in expressing.

## 5.6 Testing Options

The person will now begin to consider realistic and feasible career options, tentatively trying out routes to a new career, exploring the market, trying out new tactics and targeting new areas where their strengths and experience can be used.

## 5.7 Whom do you tell?

It is usually not a good idea to keep the redundancy a secret. It's better to let your family and friends know what is happening. They may even be able to help.

**Your children:** Unless they are very young you will find that openness with your children is essential. Also, because it is such a small world, tell your children as soon as possible before they hear it from someone

else. If you try to hide the situation from them they will sense that something is wrong, and it will then be far more difficult to allay the fear, anxiety and insecurity that they may feel. However, talking it through with them, in appropriate depth for their age, will make them feel included and part of a close family.

**Your family:** It generally helps to confide in your family - unless, of course, it would be inappropriate - for example, if they are particularly frail or unwell. Not only is trying to hide the problem from your family likely to be extremely stressful, you would be cutting off a potentially strong source of emotional and practical support.

**Your friends:** Redundancy is no longer a dirty word, but you may still find that some people do not understand your situation or concerns, or are too embarrassed to raise the issue with you. You will probably find that far more people are caring and supportive than not.

**When socialising you will find it easier if you bring up the subject immediately. Not only will you then not be waiting for the dreaded question - “any luck on the job front” - when the answer may well be no, but you will avoid the problem of friends feeling uncomfortable about your situation.**

Unfortunately though, this is a time when you will discover who your real friends are. Some, whom you thought of as close friends will drift away or will be too embarrassed to call you; and others will unexpectedly offer a tidal wave of support that will almost knock you off your feet.

**If you do find certain friends let you down, put it down to experience. Remember, it’s difficult for people who haven’t been in the same situation to really understand what you are going through.**

## **5.8 Emotional Support for your Partner**

When mountain climbers attempt to climb a mountain they attach themselves to each other by a rope so that if one falls, the other is in a position to help them back onto the mountain. In many ways, close relationships during a time of job search are similar. It’s crucial that you bolster up your partner at this time.

**Encourage them to express any feelings of anger, frustration or sadness. By helping them to “let off steam” you are preventing them from bottling up emotions which could emerge later.**

Listen carefully to them. Being more demonstrative in your show of love and affection help them to feel loved, needed and important. Remember, you’re both in this together; there’s nothing wrong with having a good moan together every now and again; you might even try having a good laugh about it all - it can do wonders!

When your partner is at a low ebb, always emphasise their strong points. Reassure them of their abilities and experience. Also, re-focus them on the really important things in life, your health, your children and each other.

Be accepting of their state of mind, whether upset, angry or frustrated. Offer a willing ear to listen to complaints and frustrations. Don't try to solve their problems, simply listen and encourage them.

Commiserate with them when they feel miserable, stand by them when their self-confidence is waning.

Above all, try not to criticise or condemn.

**Supporting your partner at a time like this requires resources you may have thought you never had - but you do have them. It means putting their needs first, even when you don't feel like it. No matter how frustrating it can be at times, try never to show any unwillingness to do what your partner wants you to do.**

All in all, take each day as it comes. Don't expect too much, too quickly, from either your partner or yourself.

**EXTRACTED FROM A BOOKLET BY THE CAREERS CONSULTANTS, PENNA:**

**"PARTNERS COPING WITH REDUNDANCY"**

**PENNA, 5 Fleet Place, London EC4M 7RD**

**TELEPHONE 0207 663 6633**

[www.careersspringboard.info/Advice\\_To\\_Partners\\_and\\_Coping\\_With\\_Redundancy.htm](http://www.careersspringboard.info/Advice_To_Partners_and_Coping_With_Redundancy.htm)

## Section 6 Returning to Paid Employment

### 6.1 Some Considerations

Are you going to consider looking at the next step in your career?

Do you want to consider taking stock and explore your personal strengths, track record and latent capabilities?

Consider listing your Strengths & Weaknesses.

Do you want to explore something entirely new or more of the same?

### 6.2 Listed below are some possible Networking Supports

Executive Job Club, hosting various jobs and tips	<a href="http://www.executivejobclub.org">www.executivejobclub.org</a>
Networking Berkshire, An independent guide to local events	<a href="http://www.networkinginberkshire.co.uk/">www.networkinginberkshire.co.uk/</a>

### 6.3 Specialist Employment Support

Many agencies are now retained by large companies to work in partnership to attract, recruit and complete job vacancies as they arise.

### 6.4 Disabilities/Learning Difficulties

Shaw Trust, Ability at work	<a href="http://www.shawtrust.org.uk">www.shawtrust.org.uk</a>
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### 6.5 Lone Parents

Child Care advice and options	<a href="http://www.direct.gov.uk/en/Parents/Childcare/">www.direct.gov.uk/en/Parents/Childcare/</a>
Single Parents, equal families	<a href="http://www.gingerbread.org.uk">www.gingerbread.org.uk</a>

### 6.6 Women Returners

Jobs and community site for working mums	<a href="http://www.workingmums.co.uk">www.workingmums.co.uk</a>
Forum for sharing friendship, opportunities for business women in Thames Valley	<a href="http://www.tvbwg.com">www.tvbwg.com</a>

## Section 7 Self Employment

Listed below are some websites for information.

Information, Support & Compliance	<a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a>
Women's business	<a href="http://www.prowess.org.uk">www.prowess.org.uk</a>
Employers Forum on Age, tackling ageism at work	<a href="http://www.efa.org.uk">www.efa.org.uk</a>
The Prince's Trust Initiative for Mature Employment. Self employment for 50+ and information on Working Tax Credit for 50+ self employed	<a href="http://www.primeinitiative.co.uk">www.primeinitiative.co.uk</a>
Age UK (Reading) contains information on a number of areas such as <a href="#">Money matters</a> <a href="#">Health &amp; wellbeing</a> <a href="#">Home &amp; care</a> <a href="#">Travel &amp; lifestyle</a> <a href="#">Work &amp; learning</a> <a href="#">Get involved</a> <a href="#">Products</a>	<a href="http://www.ageuk.org.uk">www.ageuk.org.uk</a>

## Section 8 Early Retirement

### 8.1 Things to Consider if you are offered Early Retirement instead of Redundancy

Enlightened employers are now offering support to their workforce in personal life planning and pre-retirement financial advice to enable people either to work after the default retirement age, or to decide whether to take early retirement to pursue other interests.

There are a number of specialist providers who also offer on-line support materials for self help purposes.

### 8.2 Post Retirement Paid Activities

By 2020 the government intends to extend the State Pension Age to 66 for men and 65 for women. Rising inflation has a greater impact on those with low earnings or on fixed incomes. Combined with lower than expected pensions and lower personal savings (and lower interest rates) means that many are having to work longer, before drawing on savings. The number of people working beyond 65 has increased by about 8% in the last two years.

Many firms with flexible working employment policies are equipping and extending the working lives of their own employees beyond 65.

### 8.3 Post Retirement Voluntary Activities

Volunteering opportunities in Reading	<a href="http://www.rgneeds.me">www.rgneeds.me</a>
The one stop shop for volunteering in Windsor and Maidenhead	<a href="http://www.wmvolaction.org.uk">www.wmvolaction.org.uk</a>
Volunteering made easy	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
Mentor focused and youth-led volunteering	<a href="http://www.timebank.org.uk">www.timebank.org.uk</a>
Supporting voluntary and community organisations in the Borough	<a href="http://www.bfva.org/">www.bfva.org/</a>
Supporting local voluntary and community groups	<a href="http://volunteercentrewokingham.btck.co.uk/">http://volunteercentrewokingham.btck.co.uk/</a>
Supporting local voluntary groups	<a href="http://www.sloughcvs.org.uk/">www.sloughcvs.org.uk/</a>
Providing services in the voluntary sector	<a href="http://www.volunteerwestberks.org.uk/">www.volunteerwestberks.org.uk/</a>

There are more opportunities for volunteering in Reading in the Section under Local Resources.

## Section 9 The Guide to Good Practice and Resources for Employers & Employees

Listed below are the main websites offering advice and useful information when going through Redundancy or dismissal.

Support Available to Employers	Organisation
<p>Information on Redundancy and notice, including rights, case studies and training courses  <a href="http://www.acas.org.uk/index.aspx?articleid=1365">www.acas.org.uk/index.aspx?articleid=1365</a></p> <p>Download the booklet from ACAS on Redundancy handling  <a href="http://www.acas.org.uk/index.aspx?articleid=747">www.acas.org.uk/index.aspx?articleid=747</a></p>	<p>ACAS  <a href="http://www.acas.uk">www.acas.uk</a>                      Advisory, Conciliation and Arbitration Service</p>
<p>Excellent summary of all the good working practices and useful checklists together with downloadable documents referenced to the legislation</p> <p>Includes guidelines to manage the redundancy process and how to work in a fair and just way</p> <p>Includes an interactive tool to understand the implications of redundancies and</p> <p>A statutory redundancy pay (SRP) calculator</p>	<p>Business Link  <a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a></p>
<p>How to avoid potential unfair dismissal claims  <a href="http://www.businesslink.gov.uk/bdotg/action/openpopup?type=ONEOFFPAGE&amp;itemId=1074731083">www.businesslink.gov.uk/bdotg/action/openpopup?type=ONEOFFPAGE&amp;itemId=1074731083</a></p> <p>Making an employee redundant, offering advice on notification and consultation  <a href="http://www.businesslink.gov.uk/bdotg/action/layer?r.l1=1073858787&amp;r.s=tl&amp;topicId=1084823152">www.businesslink.gov.uk/bdotg/action/layer?r.l1=1073858787&amp;r.s=tl&amp;topicId=1084823152</a></p> <p>Resources, including avoiding unfair dismissal and the consequences of getting it wrong</p> <p>Various links from the index to: Redundancy Rights</p>	
<p>Advice on:                      Redundancy and leaving your job  <a href="http://www.direct.gov.uk/en/Employment/RedundancyAndLeavingYourJob/index.htm">www.direct.gov.uk/en/Employment/RedundancyAndLeavingYourJob/index.htm</a></p>	<p>Direct Gov.uk  <a href="http://www.direct.gov.uk">www.direct.gov.uk</a></p>
<p>Redundancy  <a href="http://www.direct.gov.uk/en/Employment/RedundancyAndLeavingYourJob/Redundancy/DG_10029832">www.direct.gov.uk/en/Employment/RedundancyAndLeavingYourJob/Redundancy/DG_10029832</a></p> <p>Unfair Dismissal  <a href="http://www.direct.gov.uk/en/Employment/RedundancyAndLeavingYourJob/Dismissal/DG_10026692">www.direct.gov.uk/en/Employment/RedundancyAndLeavingYourJob/Dismissal/DG_10026692</a></p> <p>Volunteering, tips on how to manage volunteers, how to volunteer, rights as a volunteer and more at  <a href="http://www.direct.gov.uk/en/HomeAndCommunity/GettingInvolvedInYourCommunity/Volunteering/index.htm">www.direct.gov.uk/en/HomeAndCommunity/GettingInvolvedInYourCommunity/Volunteering/index.htm</a></p>	

*Tackling Redundancy January 2012*

Best available guide to assist employees and employers understand the Redundancy process, information on benefits, the redundancy payment calculator, reference to ACAS on-line forms with further links including Citizen's Advice Bureau, JobCentre Plus with Search for a job or voluntary opportunities

Employers Forum on Age, tackling ageism at work

Employers Federation on Age

[www.efa.org.uk](http://www.efa.org.uk)

More specific websites are listed in the next section

## Section 10 Resources Online

### 10.1 Main Website Information

Designed for 6th formers and first job aspirants exploring career choices, there is also a useful part on CV writing, planning your job search, preparing for interviews etc	<a href="http://www.careers-gateway.co.uk">www.careers-gateway.co.uk</a>
Learning at home or at a centre near you	<a href="http://www.learnirect-advice.co.uk">www.learnirect-advice.co.uk</a>
An excellent site aimed at newly qualified people (non graduates as well as graduates) and offers not only career advice, but also links to national employers offering a range of opportunities from internships, to apprenticeships, to jobs with on-site training	<a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a>

### 10.2 General Job Search Sites

<a href="#">Go to</a> the job search site on this website to access jobs in your area	Direct Gov UK <a href="http://www.direct.gov.uk">www.direct.gov.uk</a>
Will find you jobs when you put in your job title and location	<a href="http://www.indeed.com">www.indeed.com</a>
Not only access to advertised jobs, but also help with CV writing, job search planning, answering advertisements writing application letters and preparing for interviews etc	<a href="http://www.jobcentreplus.gov.uk">www.jobcentreplus.gov.uk</a>
Type in keywords and location to look for jobs	<a href="http://www.jobsgopublic.com">www.jobsgopublic.com</a>
	<a href="http://www.monster.co.uk">www.monster.co.uk</a>
	<a href="http://www.randstad.co.uk">www.randstad.co.uk</a>
	<a href="http://www.reed.co.uk">www.reed.co.uk</a>
	<a href="http://www.select.co.uk">www.select.co.uk</a>
	<a href="http://www.totaljobs.com">www.totaljobs.com</a>
A social purpose company improving people's lives	<a href="http://www.a4e.co.uk">www.a4e.co.uk</a>
<b>Retail</b>	
A search through available jobs in retail	<a href="http://www.inretail.co.uk">www.inretail.co.uk</a>
National Skills Academy for Retail	<a href="http://www.nsaforretail.com">www.nsaforretail.com</a>
Provides an overview of the range of jobs available in retail, the courses & qualifications available, how they are accessed. Mature entrants to the industry will appreciate the list of job titles and job content outlined. also articles on various aspects of the retail industry, examples of successful people from a variety of backgrounds and industry opportunities for the future	<a href="http://www.retailcareers.co.uk">www.retailcareers.co.uk</a>

Search on this website for retail jobs	<a href="http://www.orangejobs.co.uk">www.orangejobs.co.uk</a>
Many of the larger retailers either retain agencies or recruit direct to their local city store	<a href="http://corporate.marksandspencer.com/mscareers">http://corporate.marksandspencer.com/mscareers</a> <a href="http://sainsburys.jobs/">http://sainsburys.jobs/</a>
<b>Leisure and Tourism</b>	
Discover your skills in the active industry, find out about training and resources	<a href="http://www.skillsactive.com">www.skillsactive.com</a>
Opportunities in the leisure industry	<a href="http://www.leisureopportunities.co.uk">www.leisureopportunities.co.uk</a>
Search for jobs in the international leisure travel group	<a href="http://www.firstchoice4jobs.co.uk">www.firstchoice4jobs.co.uk</a>
<b>Health and Social Care</b>	
Information service for careers in NHS	<a href="http://www.nhscareers.nhs.uk">www.nhscareers.nhs.uk</a>
A Sector Skills Council for Health, improving skills	<a href="http://www.skillsforhealth.org.uk">www.skillsforhealth.org.uk</a>
For social care employers with a list of vacancies	<a href="http://www.socialcarecareers.co.uk">www.socialcarecareers.co.uk</a>
For social workers	<a href="http://careers.socialworkers.org/">http://careers.socialworkers.org/</a>
<b>Hospitality</b>	
Search for hospitality, catering, hotel, chef jobs and training	<a href="http://www.hospitalityrecruitment.co.uk">www.hospitalityrecruitment.co.uk</a>
	<a href="http://www.caterer.com">www.caterer.com</a>
	<a href="http://www.people1st.co.uk">www.people1st.co.uk</a>
<b>Training</b>	
Courses, qualifications, free internet access at centres with support near the town centre	Learn Direct <a href="http://www.learnirect.co.uk">www.learnirect.co.uk</a>
Local courses at East Berkshire College	<a href="http://www.eastberks.ac.uk">www.eastberks.ac.uk</a>
Next Step, helping you get on in work and life	<a href="http://www.careersadvice.direct.gov.uk">www.careersadvice.direct.gov.uk</a>
Exchange Group is a national skills and employability training provider	<a href="http://www.exchangegroup.co.uk">www.exchangegroup.co.uk</a>
Reading College courses	<a href="http://www.reading-college.ac.uk/courses/">www.reading-college.ac.uk/courses/</a>
<b>Local Newspapers On-Line</b>	
Reading Evening Post jobs online	<a href="http://www.getreading.co.uk/jobs/">www.getreading.co.uk/jobs/</a>
Reading Chronicle jobs online	<a href="http://www.readingchronicle.co.uk/jobs/">www.readingchronicle.co.uk/jobs/</a>

### 10.3 Local Resources

<b>Legal Advice and Advocacy</b>	
Citizen's Advice Bureau Advice Guide & Resources	<a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>
Community Legal Aid Free confidential service	<a href="http://www.communitylegaladvice.org.uk">www.communitylegaladvice.org.uk</a>

<b>Benefits and Finances</b>	
Access to job seeker information on rates and eligibility guidelines	JobSeekers Allowance <a href="http://www.jobseekers-allowance.com">www.jobseekers-allowance.com</a>
An on-line independent site offering a benefits information service on all aspects of grants and benefits for all ages, and helpful easy-to-use calculators	<a href="http://www.turn2us.org.uk">www.turn2us.org.uk</a>
A very useful website offering fact sheets on all aspects of tax advice and benefits entitlement , helpful advice on buying a PC, and getting on-line cheaply and easily. Also advice on health, welfare, rights at work, job hunting, self employment and access to tax credits etc	Age UK <a href="http://www.ageuk.org.uk/">www.ageuk.org.uk/</a>
Offering unemployment advice, debt and benefit advice in East Reading. Also offers pro-bono legal clinic once a month Contact: 233 Kings Road, Reading, Berkshire RG1 4LS 0118 926 3941 e-mail: <a href="mailto:advice@communicare.org.uk">advice@communicare.org.uk</a>	CommuniCare <a href="http://www.communicare.org.uk">www.communicare.org.uk</a>
Offering benefit support in the Southcote area of Reading 0118 959 8558 email: <a href="mailto:admin@nquire.org">admin@nquire.org</a>	Nquire <a href="http://www.nquireadvice.org.uk">www.nquireadvice.org.uk</a>

#### 10.4 Specialised Services

<b>Young People</b>	
A specialist advisory service is available for those made redundant and aged 16-17	<a href="http://www.connexions-berkshire.org.uk">www.connexions-berkshire.org.uk</a>
The Prince's Trust has national coverage and offers support and practical mentoring to young people between 17 and 25 who would like to start their own enterprise	<a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a>
<b>People over 45</b>	
Support for those seeking employment or self employment, post redundancy	<a href="http://www.50plusworks.com">www.50plusworks.com</a>
The Prince's Initiative for Mature Enterprise	<a href="http://www.primeinitiative.co.uk">www.primeinitiative.co.uk</a>
We support individuals and organisations to define what those goals are and take the steps necessary to make them a reality. Through business and commerce the vision of TFB helps rebuild community, family and individual self-esteem and begin to enable society and the church to have a view of business and the contribution of it to the development of community	The Family Business <a href="http://www.thefamilybusiness.org.uk">www.thefamilybusiness.org.uk</a>
We work with businesses, public agencies and voluntary organisations to improve wellbeing in the workplace, access to work, skill development and	The WELL Centre <a href="http://www.WELL-CENTRE.ORG">www.WELL-CENTRE.ORG</a>

<p>employment opportunity. We undertake research and programme development and use a holistic approach to help individuals increase their employability, and to help employers manage people well through change and transformation of work practices. The WELL Centre provides: support, coaching, work plans and development</p> <p>Susan van Beveren <a href="mailto:svan.beveren@WELL-CENTRE.ORG">svan.beveren@WELL-CENTRE.ORG</a></p> <p>0791 941 6990</p>	
Support and information to help set up a new business and more	<a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a>
For women entrepreneurs	<a href="http://www.prowess.org.uk">www.prowess.org.uk</a>
<b>Women Returning to Employment</b>	
Jobs and community site for working mums	<a href="http://www.workingmums.co.uk">www.workingmums.co.uk</a>
Forum for sharing friendship, opportunities for business women in Thames Valley	<a href="http://www.tvbwg.com">www.tvbwg.com</a>
<b>For parents by parents</b>	
Employment Rights, Benefits, and talk forums	<a href="http://www.mumsnet.com">www.mumsnet.com</a> <a href="http://www.mumsnet.com/jobs">www.mumsnet.com/jobs</a>
<b>Single Parents</b>	
Website to find child care, nannies and babysitters	<a href="http://www.childcare.co.uk">www.childcare.co.uk</a>
Supporting single parents	<a href="http://www.gingerbread.org.uk">www.gingerbread.org.uk</a>
<b>Disabilities/Learning Difficulties</b>	
The Shaw Trust Supporting those disabled or disadvantaged to prepare for work	<a href="http://www.shawtrust.org.uk">www.shawtrust.org.uk</a>
Graft aims to provide information, advice and guidance to disabled and disadvantaged groups who are looking for employment and work related opportunities. We can help with CV writing, job searching, work experience placements, one to one support and work related training courses	Graft (Thames Valley) Ltd <a href="http://www.graft.org.uk">www.graft.org.uk</a>
Berkshire Disability Information Network An excellent source of information and links to other local specialized support networks for a range of disabilities Tel: 01344 301572	<a href="http://www.iberkshire.co.uk/profile/140466/Bracknell/Berkshire-Disability-Information-Network/">www.iberkshire.co.uk/profile/140466/Bracknell/Berkshire-Disability-Information-Network/</a>
The Adult Dyslexia Centre for information and support	<a href="http://www.adult-dyslexia-centre.co.uk">www.adult-dyslexia-centre.co.uk</a>
<b>Mental Health &amp; Rehabilitation Services</b>	
On the Direct.gov website there is information on mental health and work <a href="http://www.direct.gov.uk/en/DisabledPeople/HealthAndSupport/MentalHealth/DG_10023434">www.direct.gov.uk/en/DisabledPeople/HealthAndSupport/MentalHealth/DG_10023434</a>	

<b>Ex-Offenders</b>	
National Association for the Care and Re-Settlement of Offenders	<a href="http://www.nacro.org">www.nacro.org</a>
Start Up Now is a programme that offers ex-offenders or those about to be released from prison the chance to make a new start given the opportunity for self employment. The success of the scheme relies on the individual working with a peer mentor. Becoming self employed is demanding at the best of times, but for someone newly released there are unique challenges to overcome	<a href="http://www.startupnow.org.uk">www.startupnow.org.uk</a>
Working with those who have committed offences	Thames Valley Probation Service <a href="http://www.thamesvalleyprobation.gov.uk">www.thamesvalleyprobation.gov.uk</a>
This organisation helps ex-offenders with employment	Apex Trust <a href="http://www.apextrust.com">www.apextrust.com</a>
Caring for Ex-Offenders coordinates a link between someone coming out of prison and their local church community in order to better assist the individual's successful resettlement into society Their links page is also useful and provides a wide area of support <a href="http://www.caringforexoffenders.org/content/links">www.caringforexoffenders.org/content/links</a>	<a href="http://www.caringforexoffenders.org">www.caringforexoffenders.org</a>
<b>Personal Counselling Services</b>	
Reading Samaritans Support when going through Redundancy <a href="http://www.samaritans.org.uk/talk_to_someone/find_my_local_branch/south_east/reading.aspx">www.samaritans.org.uk/talk_to_someone/find_my_local_branch/south_east/reading.aspx</a>	<a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a>
A self help guide to Redundancy has been produced by Talking Therapies, facts and details are correct at the time of publication. The guide can be downloaded from the Reading Faith Forum webpage below this document.	<a href="http://www.talkingtherapies.berkshire.nhs.uk/">www.talkingtherapies.berkshire.nhs.uk/</a>
Envision Counselling offers a confidential and empathic counselling service. Envision was set up by Shirley Anstis who is committed to helping the whole person. Her approach, integrative psychosynthesis, takes a holistic view of the client as having a body, a heart, a mind and soul Shirley Anstis, M.A, B.Sc, MBACP: Counsellor Tel: 0118 966 0107	<a href="http://www.envisioncounselling.co.uk">www.envisioncounselling.co.uk</a>
Philippi Trust Reading provides a safe, confidential environment where you will be listened to with understanding and respect, and where you can gain healing and understanding, and explore ways of moving forward	<a href="http://www.philippireading.org.uk">www.philippireading.org.uk</a>
Life Story Therapeutic Centre aims to provide high quality counselling, psychotherapy and complementary therapies to as many people as possible within the local community	<a href="http://www.lifestorytherapeuticcentre.com">www.lifestorytherapeuticcentre.com</a>

<b>Money Matters</b>	
<p>AXA and Britannia Insurance Mortgage Finance Providers</p> <p>Mortgage Protection and Income Protection providers are also a good source of on-line guides. These add on services are there to help clients avoid triggering a claim by helping them manage their finances and get back into work, e.g CV writing</p>	<p><a href="http://www.britannia.co.uk/site/channels/insurance/payment-protection-insurance/index.html">www.britannia.co.uk/ site/channels/insurance/payment-protection-insurance/index.html</a></p>
<p>You can avoid losing money and getting into debt if you have enough information to make the right choices.</p> <p>Advice includes help to deal with your debt problems, how to avoid losing your home</p> <p><a href="http://www.adviceguide.org.uk/index/your_money/money_management_index_ew.htm">www.adviceguide.org.uk/index/your_money/money_management_index_ew.htm</a></p>	<p>Citizens' Advice Bureau</p> <p><a href="http://www.citizensadvice.org.uk/">www.citizensadvice.org.uk/</a></p>
<p>The credit union is for anyone who lives or works in Berkshire as a borrower and/or saver</p>	<p>Community Savings and Loans – Berkshire</p> <p><a href="http://www.cslberks.org">www.cslberks.org</a></p>
<p>Advice on your money information and interactive money planners and includes parent's guide to money ie going back to work, pensions and retirement. Money Advice Service offer support to larger companies</p> <p><a href="http://www.moneyadviceservice.org.uk">www.moneyadviceservice.org.uk</a></p> <p>Information on Income Tax, tax credits, National Insurance, Pensions – refunds or credit</p>	<p>Financial Health check</p> <p>HM Revenue &amp; Customs</p> <p><a href="http://www.hmrc.gov.uk">www.hmrc.gov.uk</a></p>
<b>Networking, Job Clubs &amp; Personal Development</b>	
<p>The Learning and Employment Service for Reading</p> <p>Support with new personal skills, CV writing, turning a hobby into a career, learning to teach others, employment advice and support (1-1 and group sessions)</p> <p><a href="http://www.newdirectionsreading.co.uk/employment">www.newdirectionsreading.co.uk/employment</a></p>	<p>New Directions Reading</p> <p><a href="http://www.newdirectionsreading.co.uk">www.newdirectionsreading.co.uk</a></p>
<p>Reading Executive Job Club Tel: 0845 842 0012</p> <p>Careers Springboard, Bracknell</p> <p>Careers Springboard, Gerrards Cross</p> <p>Careers Springboard, West Berks</p> <p>Windsor &amp; Maidenhead Executive Job Club</p>	<p>Executive Job Clubs</p> <p><a href="http://www.newdirectionsreading.co.uk">www.newdirectionsreading.co.uk</a></p> <p><a href="http://www.careersspringboardbracknell.org.uk">www.careersspringboardbracknell.org.uk</a></p> <p><a href="http://www.careersspringboard.info">www.careersspringboard.info</a></p> <p><a href="http://www.careerswestberks.org.uk">www.careerswestberks.org.uk</a></p> <p><a href="http://www.executivejobclub.org.uk">www.executivejobclub.org.uk</a></p>
<p>A local guide to events and connecting with others</p>	<p><a href="http://www.networkinginberkshire.co.uk">www.networkinginberkshire.co.uk</a></p>
<p>Employment Support from Reading Borough Council</p> <p>Information, advice and support to help you prepare for and find work,</p>	<p><a href="http://www.reading.gov.uk">www.reading.gov.uk</a></p>

including specialist support for people with disabilities, older people and carers. Social Care is now a growing job market and training on the job is available	
<a href="http://www.reading.gov.uk/healthandsocialcare/directoryofservices/gettingoutandabout/employmentsupport/">www.reading.gov.uk/healthandsocialcare/directoryofservices/gettingoutandabout/employmentsupport/</a>	
JobCentre Plus Employees need to ask employer to invite JCP to visit to explain the services on offer, the financial support available and what would block or reduce it. Employers should have access to the Rapid Response Service (RSS) for employees and the tailored package may include offering presentations, CV writing, ACAS, HMRC & trade unions <a href="http://www.dwp.gov.uk/about-dwp/customer-delivery/jobcentre-plus/">www.dwp.gov.uk/about-dwp/customer-delivery/jobcentre-plus/</a>	
Next Step website offer skills and interests quiz, CV and job search hints	Next Step <a href="https://nextstep.direct.gov.uk">https://nextstep.direct.gov.uk</a>
Membership on LinkedIn and 'Reading Faiths and Community Career Support Group', with information and more links (under 'promotions') <a href="http://www.linkedin.com/groups/Reading-Faiths-Community-Career-Support-3781925?mostPopular=&amp;gid=3781925">www.linkedin.com/groups/Reading-Faiths-Community-Career-Support-3781925?mostPopular=&amp;gid=3781925</a>	LinkedIn <a href="http://www.linkedin.com">www.linkedin.com</a>
Clarify and increase your self-knowledge and gain the confidence in your own professional strengths and abilities to make the most of your life	Re-Action <a href="http://www.re-action.biz">www.re-action.biz</a>
Activities for increasing self-knowledge and motivating change <a href="http://www.windmillsonline.co.uk/interactive/main_sections.html">www.windmillsonline.co.uk/interactive/main_sections.html</a>	Windmills <a href="http://www.windmillsonline.co.uk">www.windmillsonline.co.uk</a>
<b>Volunteering Opportunities</b>	
Reading Voluntary Action promotes strength within Reading's voluntary and community sector (VCS) by providing information, access to resources, volunteer recruitment and training to people who work in or with charities, community groups and voluntary organisations	Reading Voluntary Action <a href="http://www.rvadirectory.org.uk">www.rvadirectory.org.uk</a>
Managed by Reading Voluntary Action, offering support for volunteer placements, an online recruitment service, sharing expertise on developing volunteering roles and signposting or organizing training opportunities for volunteers	Volunteer Centre Reading <a href="http://www.rvadirectory.org.uk/volunteer">www.rvadirectory.org.uk/volunteer</a>
Volunteering as a way into paid employment is explained on various websites e.g <a href="http://www.volunteering.org.uk/resources">www.volunteering.org.uk/resources</a>	Volunteering UK <a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>
The core activities of the company are providing Training; Management; and Facilities, for the Third (voluntary) Sector as well as support for those unemployed and with disabilities	Berkshire Scout Enterprise <a href="http://www.bsel.org.uk">www.bsel.org.uk</a>

Search through available volunteering and apply online	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
Volunteer with a timebank project or volunteer as an employee	<a href="http://www.timebank.org.uk">www.timebank.org.uk</a>
Volunteering opportunities in Reading	<a href="http://www.rgneeds.me">www.rgneeds.me</a>
The one stop shop for volunteering in Windsor and Maidenhead	<a href="http://www.wmvolaction.org.uk">www.wmvolaction.org.uk</a>
Supporting voluntary and community organisations in Bracknell	<a href="http://www.bfva.org/">www.bfva.org/</a>
Supporting local voluntary and community groups in Wokingham <a href="http://volunteercentrewokingham.btck.co.uk/">http://volunteercentrewokingham.btck.co.uk/</a>	
Supporting local voluntary groups in Slough	<a href="http://www.sloughcvs.org.uk/">www.sloughcvs.org.uk/</a>
Providing services in the voluntary sector in Newbury	<a href="http://www.volunteerwestberks.org.uk/">www.volunteerwestberks.org.uk/</a>
<b>Social Welfare</b>	
Christian Community Action (CCA) operates in the Reading area, to provide practical help to those requiring assistance with obtaining furniture and household goods. CCA has an 'army' of volunteers from all backgrounds and also takes work placements from across the town	Christian Community Action <a href="http://www.ccam.org.uk">www.ccam.org.uk</a>
A voluntary delivery service to supply tinned food stuffs to Reading families or individuals on the 'bread-line' or on the street, by referral only. The only charity offering food in Reading	Readifood <a href="http://www.fcg.org.uk">www.fcg.org.uk</a>

## 10.5 Community Support

### Faith Groups:

<p>The Reading Faith Forum is the representative body that gives the Faith Communities in Reading a voice.</p> <p>The Faith Forum supports all faith groups within Reading by providing networking, training, events, advice and information. Quarterly meetings are open forums for all faith communities.</p> <p>The Faith Forum has existed from 2006 to enable Faith Communities in Reading to:</p> <ul style="list-style-type: none"> <li>• Act together</li> <li>• Speak out together</li> <li>• Talk and listen together</li> </ul> <p>The Faith Communities are made up of Buddhists, Christians, Hindus, Jews, Muslims, Sikhs, and other smaller groups.</p> <p>Click here to <a href="#">Contact Us</a> the Faith Forum Committee</p>	<p>Reading Faith Forum</p> <p><a href="http://www.readingfaithforum.com">www.readingfaithforum.com</a></p>
<p>Search for a faith community or faith-based voluntary organisation through Reading Faith Forum website or Reading Voluntary Action Directory online</p> <p><a href="http://www.readingfaithforum.com/wherewefit">www.readingfaithforum.com/wherewefit</a></p>	

<p>Each Week on</p> <p><b>Tuesdays:</b> Tyndale Baptist Church (South Reading)</p> <p><b>Wednesdays:</b> Salvation Army – Reading Central (Central Reading)</p> <p><b>Thursdays:</b> Park United Reformed Church (East Reading), St Catherine of Sienna (West Reading)</p> <p><b>Fridays:</b> Our Lady and St Anne Caversham, Caversham Baptist Church (North Reading), Wycliffe Baptist Church (East Reading)</p> <p><i>(Survey of lunch groups and other activities in faith communities May 2011)</i></p>	<p>Drop in with Lunch</p>
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