**Steps to Sustainable Work - Flexicurity**

Getting back to work is a great achievement but we want to ensure that this is part of life-long success.

Employers want more flexibility in how they employ people while employees still seek as much security as possible. Aiming for security in just the current job needs to change to becoming more secure in work in general. So this means that people need to be able to move successfully from one job or employer to another.

In addition to ups and downs in the economy and job market, there are life changes that can occur – becoming ill, different family circumstances and more. So this means that people may also need to be able to move successfully from one type of work to another.

To get work security that will overcome changes outside their control, people may need support around:

* Personal circumstances.
* Personal development.
* Work development.
* Financial security.

We have created a model of activities that people might undertake within different timescales in work:

* First few weeks.
* First few months.
* First year.
* Longer term.

The Next Steps to Success pyramid below shows an overview of the model which is then expanded on the following pages.

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| **Work**  **Security** | | | | | | | | | | | | | | |
| Resilient to change.  Longer Term | | | | | Gaining confidence. | Gaining respect. | | | | | Building nest-egg. | | | |
| Protecting the future.  First Year | | | | | Becoming a leader. | | | Building reputation. | | | | | Earning more. | | | | |
| Maximising income.  First Few Months | | | | | Standing out. | | | | | | | Building skills. | | | Increasing income. | | | | |
| Improving work/life balance.  First Few Weeks | | | | | Getting on with people at work. | | | | | | Doing the work. | | | | | | Managing finances. | | | | |
| **Personal circumstances** | | | | | **Personal development** | | | | | | | | **Work development** | | | | | | | **Financial stability** | | | |

**Starts Work**

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| **Personal circumstances** | **Personal development** | **Work development** | **Financial stability** |
| **Improving work/life balance.**   * **Organising work travel.** Using public transport independently, your own private transport, car sharing or even walking. * **Managing family responsibilities.** Fitting commitments around your work and arranging care if needed. * **Better health and fitness.** Exercise, diet, reducing smoking etc, following medical advice/treatment. * **Managing medical treatment and appointments.** Adjusting appointments and treatment to fit work schedules or negotiating for unpaid time off. | **Getting on with people at work.**   * **Mentor/Work Buddy**. Someone giving advice, helping resolve problems, testing your ideas. * **Work relationships.** Treating managers and colleagues professionally, politely and with respect. * **Customer relationships.**  Giving excellent service to the public, other businesses and even in-house customers. * **Communicating.**  Talking, phone calls, e-mails, letters etc are work focussed. A sense of humour helps unless it is directed at someone else. | **Doing the work.**   * **Asking questions.** Being ready to learn from others. * **Checking work.** Asking yourself and others if you are getting each task and the job right. * **Taking control of work.** Organising your time and tasks to get the job done. | **Managing finances.**   * **Benefit/work transition.** Monthly budgeting to allow for the time until your first pay, for work travel costs, care costs etc. * **Paying off bills.** Making a realistic plan to reduce any debts. * **Cutting costs.** Making savings, paying bills in the cheapest way etc. * **Breaking even**. Matching income to outgoings. |
| **Maximising income.**   * **Tax credits and benefits.** Making sure that you are receiving all the benefits to which you are entitled. * **Concessions and savings.** Checking whether there are discounts and travel card savings. * **Access to Work.** Jobcentres supporting employers to provide work adjustments, special equipment, support workers and more for disabled people. | **Standing out.**   * **Using initiative.** Taking action without having to be asked by others. * **Volunteering for new tasks.** Being willing to take on something extra, different or new. * **Problem-solving.** Spotting problems and finding answers by yourself. * **Reflecting.** Being able to stand back and see the bigger picture about work, colleagues and yourself. | **Building skills.**   * **Being reliable.** Good time-keeping, meeting deadlines and completing tasks. * **More learning.** Continuous Professional Development (CPD) includes training at work and outside. * **Improving IT skills.** E-learning, e-business and being alert to new opportunities will be easier. * **Keeping CV updated.** Recording new achievements, experience and skills regularly. | **Increasing income.**   * **Increasing hours.** Moving from part-time to full – time work. * **Doing over-time.** Extra work brings extra income. * **Using other work benefits.** Knowing the benefits your employer offers and using them (e.g. eye-tests, training, travel help etc). |

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| **Personal circumstances** | **Personal development** | **Work development** | **Financial stability** |
| **Protecting the future.**   * **Employment rights.** Understanding work contract, policies and legal rights (such as the minimum wage). * **Equality rights.** Knowing legal protection linked to disability, gender and more (such as equal pay). * **Trade unions.** Belonging to workers’ organisations to resolve problems and negotiate with employers. | **Becoming a leader.**   * **Anticipating the future.** Being able to stand back and foresee what is needed, future problems and answers. * **Inspiring others.**  Building teams willing to make changes and improvements. * **Self-evaluating.** Using your strengths and improving any weaknesses. | **Building reputation.**   * **Supporting colleagues.** Being willing to share your own knowledge and help others. * **Promoting your work.**  Without boasting, keeping others aware of your achievements. * **Promoting efficiency and reducing costs.** Showing your employer how your job makes money or savings. * **Developing contacts.** Networking to support your job and your future opportunities. | **Earning more.**   * **Negotiating pay rise.** After “probation” period, annual “cost of living” increases and when you make more profit/reduce costs for your employer. * **Applying for promotions.** Looking for new roles and responsibilities with more pay. * **Looking for better paid jobs.** Being alert to new opportunities. |
| **Resilient to change.**   * **Risk to job.** Being alert to changes at work and in your type of job. * **Onset of ill-health.**  Knowing your employer’s responsibilities and adjusting work. * **Job market opportunities.** Being alert to available jobs, skills needed, pay rates, locations and where to get help. | **Gaining confidence.**   * **Having responsibility.** Taking charge of life and work. * **Exploring future prospects.**  Always being alert to new opportunities. * **Open to change.** Being willing to change: what you do and how, where and when you do it. * **Forward planning.** Knowing what you want to do in the future and how to get there. | **Gaining respect.**   * **Being trusted.**  Maintaining confidentiality, honesty and reliability. * **Giving respect.**  Recognising others experience, skills and knowledge. * **Achieving work tasks.**  Being known for completing work, on time and correctly. | **Building nest-egg.**   * **Having savings.** Putting aside enough for emergencies such as losing your job. * **Budgeting for the future.** Forecasting expenses and how to cover them. * **Pension arrangements.** Retirement savings through your employer or separately. |

