

Nine simple steps

1. Don't panic.

At a time like this there are lots of thoughts and feelings crowding in, which can just be confusing. Although only you can really know what it feels like, lots of people go through the same thing so you are not alone. Find someone just to listen to how you feel. Talking about things can help cope with the confusion.

2. Make sure the paperwork is in order.

There are rules about how redundancy is handled. Your employer should consult with you about finding alternative work in the organisation. Talk to your line manager about the opportunities.

But if this is not an option anyone who has worked for an employer for more than 2 years is entitled to a redundancy payment. If you haven't already been told ask your employer what is being offered. For details of your entitlement under the Redundancy Payments Scheme ask at Jobcentre Plus or go to www.dti.gov.uk/employment/redundancy.

Ask your employer about pension rights or payments and make sure they give you your P45 form.

3. Contact Jobcentre Plus.

Jobcentre Plus now offers a one stop shop for all benefits and job search advice, bringing together the old Job Centres and Social

Security offices. Phone 0845 602 3805 to register. You have to wait until after you have stopped working for your employer before you can do this. Registration, and even filing an application for Job Seekers Allowance, is now done on the phone. An appointment will be made at your local office with a Personal Advisor to discuss finding a new job, training that you might do and any other benefits you are entitled to. Take your P45 and two recent payslips when you have your initial interview.

4. Put your Redundancy pay in a safe place.

Check with the Personal Advisor at Jobcentre Plus before you spend or invest your redundancy payment as this may affect your right to benefit.

5. Keep track of spending.

Review any standing orders, HP agreements or finance contracts on purchases. If you're worried about meeting payments seek help to avoid getting into uncontrollable debt. The local Citizen's Advice Bureau offers a confidential service on managing debt. Their number will be in the phone book.

6. Check your entitlement to Housing and Council Tax assistance.

If you rent a flat or house, consult the Housing Department of the local council about a possible rent allowance. You may be entitled to Housing Benefit and you can also apply for a rebate on your Council Tax Bill. If

you have a mortgage, tell your building society or lender immediately. In certain circumstances you could get help with paying your mortgage. Ask at the Jobcentre Plus. Don't use your redundancy money to pay off the mortgage before seeking advice.

7. Keep in touch with your Trade Union.

They can offer a range of advice and support, not only through the process of redundancy, but as you look for new employment. If you're not a member ask at the Citizen's Advice Bureau if there is anything you are particularly worried about.

8. Keep looking for a job.

Remember that you have valuable skills and experience. Redundancy is as much an opportunity to find a new direction in your career, as it is the ending of one particular chapter of your working life.

9. Set targets and tasks for yourself.

Planning your day will help give you a sense of purpose and satisfaction. Do something about that interest you have never had time to pursue. Enrol for a course at your local college or consider offering your services and skills as a volunteer – there are always plenty of charities and other organisations crying out for help. Ask at your local volunteer bureau. The number will be in the phone book.

Life goes on

Being made redundant is never easy. Our initial reaction might be shock, denial, shame, anger, depression or all of these. For some people it feels almost like a bereavement, and it takes time to even begin to think straight about what to do.

But redundancy is not the end of the world and life goes on. This leaflet aims to help by suggesting some simple steps about what to do next, and some practical information for anyone who has not had to face this experience before.

Above all:

Don't suffer in silence. Talk to someone about how you feel, perhaps someone who has had the same experience.

Don't pretend it hasn't happened. Instead get on with doing something about it.

Don't take it personally. It's the job that has been made redundant, not you.

Do seek advice and support so you can make the next step which is right for you.

Faith at Work - Worcestershire Industrial Mission is a programme of the Churches of the County that aims to bring Christian ministry to all people at work.

Our team of Workplace Chaplains each regularly visits workplaces ranging from factories and offices, to supermarkets and fire stations.

Chaplains are there to listen, to understand the pressures of the workplace, and offer support and care where they can.

If you would like to talk about anything you have read in this leaflet or, in confidence, discuss with a chaplain your experience, please call one of the numbers listed below.

Worcester and South Worcestershire
Rev. Phillip Jones 01905 355989
phillip@wimworcester.fsnet.co.uk

North Worcestershire
Rev. Dick Johnson 01527 61936
dickjohnson@btinternet.com

Lost your job?

Practical advice and support for anyone facing redundancy.

Produced by
Worcestershire Industrial Mission



A Local Ecumenical Partnership of the Anglican, Baptist, Methodist, Roman Catholic and United Reformed Churches in Worcestershire.