

## Useful Contacts

### Employment and Redundancy

[www.direct.gov.uk](http://www.direct.gov.uk)

### Legal advice for employers and employees

[www.acas.org.uk](http://www.acas.org.uk)  
08457 474747

### Jobcentre Plus

Contact your local job centre, ask about benefits or arrange an interview  
0800 055 66 88

### Citizens Advice Bureau

Debt and other advice

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

*There are non CAB advice centres in neighbourhoods such as Ladywood, Harborne, Bordesley Green and others.*

### Money Advice Trust

National Debt Helpline

0808 808 4000

[www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk)

### Job Clubs

Job clubs are developing in many places so look for one locally e.g., **Skills for Jobs**, Chelmsley Wood, 07825414372; **Solihull Job Club**, 07798582398 [solihulljobclub@live.com](mailto:solihulljobclub@live.com)

## VOLUNTEERING

### Birmingham Volunteers Centre

138 Digbeth, Birmingham B5 6D

0121 643 4343

[volunteering@bvsc.org](mailto:volunteering@bvsc.org)

[www.bvsc.org](http://www.bvsc.org)

### Solihull Sustain

0121 705 8820

[volunteering@solihull-sustain.org.uk](mailto:volunteering@solihull-sustain.org.uk)

[ww.solihull-sustain.org.uk](http://ww.solihull-sustain.org.uk)

## Don't Panic

1. Tell your partner and/or family
2. Collect your P45 from work
3. Contact Jobcentre Plus on 0800 55 66 88
4. Ask about Job Seekers Allowance and other benefits
5. Get advice about what you can do with your redundancy money without losing benefits.
6. Get advice about housing costs
7. Check your spending. Plan ahead for bills
8. Maintain trade union links
9. Look for jobs
10. Plan your day
11. Don't be afraid to ask for help. You are entitled to it.
12. More people have been through this experience than you imagine.

If you would like to talk about anything you have read in this leaflet or discuss your experience in confidence, then your local minister will have the pastoral skills and may be able to help, or contact CIGB at:

### The Churches and Industry Group,

175 Harborne Park Rd,

Birmingham B17 0BH,

0121 426 0426

[cigb@birmingham.anglican.org](mailto:cigb@birmingham.anglican.org)

*Additional copies of this leaflet available upon request*

# Lost Your Job?

jobs

Technology C

*Whatever your circumstances, losing your job is always a shock.*

*It may take you a while to think straight.*

**Practical advice and support is available.**

Education

05

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Education Current

Teacher - Long Term

# Advice & Support

Redundancy is nothing to be ashamed of. It is the job that has been made redundant and not you. Tell your family and friends as soon as you can so that you can support one another.

Redundancy can feel like a bereavement and it often takes time to decide what to do but there are people who can help. There are practical things you will need to do and ways of finding support.

Community groups, churches and job clubs can often provide support, as well as the statutory agencies such as Jobcentre Plus.

Remember that you are worth something. You have skills, abilities and a future. Most people change jobs several times in a working life. Losing a job is the end of one chapter and the beginning of another.

## THERE ARE RULES ABOUT HOW REDUNDANCY IS HANDLED

Your employer should consult you about finding alternative work in the organisation. Talk to your manager about opportunities.

If that is not an option, anyone who has worked for the same employer for more than two years is entitled to a redundancy payment. You may be entitled to time off for training or job hunting. Ask about your pension rights. Make sure your employer gives you a P45.

Your Union Rep should be able to help you. You can also get information from Jobcentre Plus or [www.direct.gov.uk/en/employment](http://www.direct.gov.uk/en/employment).

## CONTACT JOBCENTRE PLUS

Jobcentre Plus offers a one stop shop for all benefits

and job search advice. To get help looking for work, even while you are still employed, ring **0845 6060234**.

Once unemployed, register straight away by ringing **0800 055 6688** or online at [www.direct.gov.uk](http://www.direct.gov.uk). If you find it difficult to speak or hear on the phone ring **0800 023 4888**

An appointment will be made with a personal advisor to discuss finding a new job, training you might want to do and any other benefits you are entitled to. If possible take your P45 and two recent pay slips.

## REDUNDANCY PAY

Check with the Jobcentre Plus adviser before you spend or invest your redundancy pay, as it may affect your right to benefit.

Be careful of door to door advisers or cheap internet loans. They may be misleading and may not be regulated by the Financial Services Authority.

Check your entitlement to housing and council tax benefits. If your home is rented, ask the Housing Department of the local council about a possible rent allowance. You can also apply for a rebate on Council Tax.

If you have a mortgage, tell your lender immediately. In some cases you could get help paying your mortgage interest. Ask at Jobcentre Plus. Do not use your redundancy pay to pay off the mortgage without getting advice first.

## KEEP TRACK OF SPENDING

Review your household spending. If you have finance contracts, credit cards or bills you cannot pay, the Citizens Advice Bureau has information to help. There may also be local debt advice services. Birmingham City Council has a debt advice team **0121 303 2087** and fact sheets [www.birmingham.gov.uk](http://www.birmingham.gov.uk).

Keep in touch with your Union, if you have one. Unions offer a range of advice and information, not only through the redundancy process but as you look for new employment.

## KEEP LOOKING FOR A JOB

Jobs are advertised in newspapers, in Jobcentre Plus, on the web and in shop windows. Families and friends can help with job search. Keeping in touch with former colleagues, with employers who need your skills and Job Club networks can increase your opportunities.

Get your CV up to date and customise it to suit each application.

Remember, you have valuable skills and experience.

## SET YOURSELF TARGETS AND TASKS

Planning your day will help give you a sense of purpose and satisfaction. Do something about that interest you never had time for. Enrol in an adult learning course.

Offer your services and skills as a volunteer. Volunteering is a good way to keep old skills up to date, to learn new ones, to get a current reference while you contribute to the community.

## ASK FOR HELP

Mature people recognise when they need help and ask for it. Talk things over with a friend, counsellor, GP or church minister. Get practical support from advisers and others — you are a valuable person and entitled to support.

**Don't suffer in silence. You have a future.**