

A decorative graphic on the left side of the slide consists of several thin, brown, curved lines resembling grass or reeds, extending from the bottom left towards the top. A solid purple arrow points from the left edge of the slide towards the text.

ROPES

Resourcing Older People's
Employment Support



ROPES Resource Manual

Structure & Contents

ROPES Resource Manual

Introduction

Engaging the over-50
job seeker

Needs Assessment

Employability Support

Dealing with Ageism

Job search
Job brokerage

Self-employment

Employment law &
legal advice

Local support services

Vocational Skills

Financial Information

Engaging the over-50s job seeker

(To follow)

- ▶ *Examples of age appropriate and inclusive materials and templates*
- ▶ *Good practice in publicity (equalities and accessibility issues)*

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Needs Assessment

➡ *(To follow)*

Employability Support

CV writing & Interview skills

- ▶ *CV & Interview advice*
- ▶ Skills & Attributes information sheet
- ▶ Sample Chronological CV
- ▶ Sample Skills-based CV
- ▶ Sample cover letters
- ▶ Interview techniques – useful websites
- ▶ Dress for Success

Skills Training

- ▶ Learn Direct
- ▶ ICT courses online

Job search skills

- ▶ Job advert analysis

Skills assessment

- ▶ Employability Skills: self-assessment

Dealing with ageism

in recruitment, in the workplace, in the general public and in the media

- ▶ ROPES Equalities Fact Sheets I –IV
 - ▶ I. What does the Law say?
 - ▶ II. How to comply with all equality legislation and become a pro-diverse and age-positive employer
 - ▶ III. Retirement and abolition of the Default Retirement Age
 - ▶ IV. The Business Benefits of Diversity
- ▶ Employers Guide to Best Practice in Age and Employment
- ▶ Best Practice in Age and Employment Unemployed Seniors Guide: Myths about older workers & answers to address myths

Job search & Job Brokerage

Recruitment Websites

- ▶ *General recruitment*
- ▶ *Part-time*
- ▶ *Local & central Government & Public Services*
- ▶ *Legal, Courts, Criminal Justice System*
- ▶ *Charity*
- ▶ *Education/Teachers*
- ▶ *Hospitality & Leisure*
- ▶ *Childcare*
- ▶ *Administration*
- ▶ *Finance*
- ▶ *Construction*
- ▶ *ITC*
- ▶ *Retail*
- ▶ *Sport*

- ▶ **ROPES** *Job advert analysis*
- ▶ *Best Practice in Age and Employment Unemployed Seniors Guide: File 1: File 1-Practical step by step guide to finding a job; and File 2 - Define your professional project*

(To follow)

- ▶ *DWP / JobCentre Plus*
- ▶ *The Work Programme – eligibility & issues*
- ▶ *DWP Help to Work*

Self-employment

- Practical Advice in starting a business
- Business Advice Centres in ROPES boroughs
- (To follow) *PRIME*
- Best Practice in Age and Employment
Unemployed Seniors Guide: File 7 - Self
employment: be your own boss.

Employment law & Legal advice

ACAS

- ▶ *Helpline*
- ▶ *Publications*

(To follow)

- ▶ *Redundancy*
- ▶ *Employment Tribunals*

Chartered Institute of Personnel Management

Employment Law FAQs

Factsheets (downloadable)

- ▶ Flexible Working
- ▶ Sex discrimination, sexual orientation, gender reassignment and employment
- ▶ Absence measurement & management
- ▶ Race, Religion & Employment
- ▶ Whistleblowing

Local support services

(To follow)

Vocational Skills & Training

(To follow)

Financial Information Sheets

- ▶ *Child Tax Credit*
 - ▶ *Employment & Support Allowance (ESA)*
 - ▶ *Tax credits*
 - ▶ *Overpayment of tax credits*
 - ▶ *Problems with tax credits*
 - ▶ *Tax credits: reporting a change of circumstances*
 - ▶ *Working Tax credit*
 - ▶ *Volunteering*
 - ▶ *Getting help with Mortgage Interest*
 - ▶ *Housing Benefit*
 - ▶ *Income Support*
 - ▶ *Job Seekers Allowance*
 - ▶ *Permitted Work regulations*
 - ▶ *Shelter Guide to Housing Benefit*
- (To follow)*
- ▶ *Universal Credit*
 - ▶ *Retirement Pension /Private pensions*
 - ▶ *Redundancy payments*
 - ▶ *Debt advice*
 - ▶ *Working whilst on a pension*



ROPES Policy Toolkit

Structure & Contents

ROPES Policy Toolkit

- sources providing the latest statistical data and updates on employment, age, or the economy
- downloadable reports and research papers
- policy documents
- powerpoint presentations

(To follow)

- ROPES Policy Briefings: quarterly

Statistical data and updates on employment, age, or the economy

- ▶ EU
- ▶ National
- ▶ Regional
- ▶ Borough
- ▶ Ward
- ▶ Neighbourhood

National statistical data and updates on employment, age, or the economy

- ▶ Older Workers Statistical Information Booklet 2013 Official Statistics (DWP)

- ▶ Office of National Statistics

<http://www.ons.gov.uk/ons/datasets-and-tables/index.html>

- ▶ TAEN

<http://www.taen.org.uk/>

Regional statistical data and updates on employment, age, or the economy

- ▶ London Poverty Profile

www.londonspovertyprofile.org.uk/

- ▶ GLA Economics – published monthly

<http://www.london.gov.uk/priorities/business-economy/publications/gla-economics>

- ▶ GLA Intelligence

<http://www.london.gov.uk/mayor-assembly/mayor/publications/gla-intelligence>

- ▶ London's Economy Today Archive

<http://www.london.gov.uk/priorities/business-economy/publications/londons-economy-today-archive>

Borough statistical data and updates on employment, age, or the economy

ROPES Borough Information sheets identifying source of data

- ▶ Borough level
- ▶ Ward level
- ▶ Neighbourhood level
- ▶ English Indices of Deprivation
- ▶ Health statistics
- ▶ Ward profiles: e.g. Population, Age, Ethnicity, Religion, Household Composition, Housing tenure, Qualifications, Employment, Occupation, Health, Deprivation, Crime, Electoral Participation, Key public services.

Research Briefings

(e.g. Tower Hamlets)

- ▶ 2011 Census: Country of Birth
- ▶ 2011 Census: Ethnicity
- ▶ 2011 Census: Faith/Key Facts
- ▶ 2011 Census: Language
- ▶ Population/Key Facts
- ▶ Financial Capability
- ▶ Poverty/Key Facts
- ▶ Household Income
- ▶ Business Demography
- ▶ Business Structure
- ▶ Labour Market

EU statistical data and updates on employment, age, or the economy

- ▶ Eurostat

<http://epp.eurostat.ec.europa.eu/portal/page/portal/eurostat/home/>

- ▶ Labour force survey overview 2012

http://epp.eurostat.ec.europa.eu/statistics_explained/index.php/Labour_force_survey_overview_2012

- ▶ Age related tables

http://epp.eurostat.ec.europa.eu/portal/page/portal/employment_unemployment_lfs/data/main_tables

Reports & Research papers

(all downloadable)

- ▶ Implications of rising pensionable age
- ▶ Ageism in the workplace, recruitment and training
- ▶ Myths & stereotypes
- ▶ The ageing workforce: challenges and strategies
- ▶ The business case for age diversity
- ▶ The benefits of employing over-50s
- ▶ Intergenerational employment issues
- ▶ Harnessing the skills of older people
- ▶ Good Practice in creating job opportunities for over-50s

Reports & Research papers: examples

- ▶ Age Diversity in SMEs: Reaping the Benefits (CIPD, August 2014)
- ▶ The Economic Contribution of Older Londoners (GLA Economics, 2013)
- ▶ Work preferences after 50 (Eurofound, 2014)
- ▶ Rethinking Careers: how to deal with longer working lives in human resources processes (Corporate Social Responsibility Europe, April 2013)
- ▶ Sustainable work and the ageing workforce (Eurofound 2012)
- ▶ The Changing Face of Retirement: Future Patterns of Work, Health, Care and Income among the Older Population (IFS, June, 2014)
- ▶ Shifting into the lean and slippered pantaloons? Employment in the sixth age (IFS for DWP, May 2014)

Policy documents relating to age, employment, active ageing, health & ageing, poverty, etc.

European

- ▶ EU 2020 Strategy http://ec.europa.eu/europe2020/index_en.htm
- ▶ Employment policies to promote active ageing: UK (European Observatory 2012)

National

- ▶ Fuller Working Lives: A Framework for Action (DWP, June 2014),
- ▶ Ready for Ageing? HOUSE OF LORDS Select Committee on Public Service and Demographic Change (March 2013),

Borough

- ▶ A Profile of Hackney, its People and Place (LB Hackney Policy Team, May 2013)
- ▶ State of the Borough 2012 (Lambeth Council)
- ▶ Tower Hamlets Employment Strategy (2011)

Mapping your borough

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Mapping your borough ~ Why?

- ▶ Resource allocation – the extent of the problem
- ▶ Understanding your clients
- ▶ Marketing & publicity
- ▶ Knowing what supports are available to help address influencing factors
- ▶ Matching the needs of clients and employers
- ▶ Supporting funding bids

Mapping your borough ~ What? Over-50s

- ▶ Your potential clients
 - ▶ how many?
 - ▶ age breakdown
 - ▶ gender
 - ▶ ethnicity
 - ▶ disabilities / health issues
 - ▶ carers

Mapping your borough ~ What? Over-50s

- ▶ JSA claimants + length of unemployment
- ▶ Economically inactive and wanting a job
- ▶ Where do they live? (wards/neighbourhoods)

Mapping your borough ~ What? Over-50s

- Sources of support ~ who can help with:
 - social isolation
 - isolation from 'the world of work'
 - confidence building
 - ICT skills
 - computer access
 - debt and housing issues
 - carers issues

Mapping your borough ~ What? Employers

- ▶ major employers, e.g. borough council, NHS, businesses
- ▶ is the borough home to particular trades, e.g. creative media, catering & hospitality, digital technology, retail, etc.

Mapping your borough ~ What? Employers

- ▶ employers known to be 'open' to employing over 50s
- ▶ flexible work opportunities, e.g. schools, day care
- ▶ part time opportunities

Mapping your borough ~ How?

- ROPES Toolkit
- ROPES Resource manual
- Council websites
- CVS websites & databases
- Google
- Networking

Mapping your borough ~ Who?

- You!
- Working in borough groups

Mapping your borough ~ When?

➡ By 20th October

Accessing the ROPES Toolkit and Resource Manual

- www.wiseage.org.uk
- Projects
- ROPES (Members)
- Log-in

- Username: ropes
- Password: wise

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