

Telework Association Newsletter: 5 May 2008

In the next week or so I am putting together the next 21Cworker members' magazine and one theme for this issue will be the places that people work. I'd love to hear from members about their work locations, so why not drop me a line and tell me about your work situation – and if it's somewhere a bit different like a loft or a shed etc then please send me a photo too if you have one.

Many thanks

Shirley Borrett

NEWS

NATIONAL WORK FROM HOME DAY

Thursday, May 15, will be National Work from Home Day. It could be the largest mass absence from work for a generation. An estimated five million people will not be coming in to work, but none of them will be making excuses, and none of their employers will be accusing them of skiving.

This will be the third National Work from Home Day organised by Work Wise UK, www.workwiseuk.org. a national not-for-profit initiative to promote "smarter" working practices – such as flexible, remote and mobile working, and working from home. Its objective is for half the working population, some 14 million people, to be given the opportunity to work smarter by 2011.

SMALL BUSINESSES TO GET FREE ACCESS TO PUBLIC SECTOR CONTRACTS

A free trial has started to provide small and medium sized businesses with access to thousands of public sector contract opportunities. From 1 May until 31 July 2008, the www.supply2.gov.uk website will allow new registrants to gain free access to public sector contracts valued under £100,000 for the UK and Northern Ireland. The free trial is part of the Department for Business' Enterprise Strategy which was released in March, which outlined new measures to increase the amount of government business that is won by small firms.

Business Minister Shriti Vadera said: "Small and medium sized businesses need our support to expand. Many smaller businesses are more innovative, have lower costs and present better value for taxpayers than larger firms. Introducing Britain's small firms to Government procurement contracts online will provide opportunities to grow that they would not have otherwise found. Encouraging more small businesses to register for opportunities will mean buyers benefit from increased competition and access to a wider range of suppliers."

John Wright, Federation of Small Businesses National Chairman said: "The announcement of a free trial for small businesses to get access to public sector contracts is very welcome news. We supported the Supply2 initiative from the outset and we hope that this free trial period will encourage more small businesses to try their hand at delivering goods and services to the public sector. But local authorities and government departments must play their part too by making sure that more small business opportunities are advertised on Supply2. Opening up public sector procurement to the UK's 4.5 million small businesses can and should eradicate the false assumption that biggest is always best."

More than 3,000 new contracts are available on www.supply2.gov.uk each month. The three month free trial, available to businesses registering for the first time, will provide access to contracts throughout the UK rather than in a nominated local area.

The Enterprise Strategy featured a range of measures to boost small firms competing for public procurement. An advisory committee, headed by Anne Glover, will look at ways to reduce barriers that small businesses face when competing for public sector contracts and the practicality of setting a goal for them to win 30 per cent of public sector business within five years. The Strategy also included an announcement that the rules for government procurement will be changed to allow companies, particularly small firms, to use invoice financing to compete for public contracts.

THE FUTURE IS NETWORKS

Research just released reveals a change in attitude towards networks and networking - as 68% of people expect to be part of more networks in five years time. With this figure rising to 75% in the 25-44 age group, the survey by international leadership development organisation Common Purpose, suggests greater recognition of the value of networks by generations Y and X.

Furthermore, the research suggests that one of the reasons why the trend for networking continues to grow and diversify is that it is seen as more than a social activity. It found widespread confidence in the benefits of networking as a professional boost, with almost two thirds of respondents saying that networks are important to their career success. What makes a network valuable however, and how people decide which to use and with what frequency, could be a question on many busy professionals' minds.

Common Purpose welcomes these results as it launches *Common Purpose 360*, a new way for its diverse network of 25,000 Common Purpose graduates to keep in touch and to keep building new networks with other people where they live and work. The community, which will exist online and also come together face to face at local events, is designed to help the graduates continue to develop as outward-facing professionals. The network will consist of managers and executives of all ages, experiences, sectors, and backgrounds from several countries including the UK, Germany, the Netherlands, Ireland and South Africa.

Common Purpose encourages people to actively seek out diverse networks as a way of hearing new ideas, seeking new perspectives and spotting new opportunities. It believes that seeing the world through the eyes of others can have career-enhancing benefits as well as bring innovation back into organisations.

Julia Middleton, Chief Executive of Common Purpose says: "Nothing happens without networks. They are fundamental to the success and security of businesses, and present an opportunity for people to see each other's issues, spot new ideas and see the risks that are not simply confined to one department, organisation, community or even country. We need to encourage more new networks so people can gather ideas and start to grab the opportunities that emerge from working together. "

Top tips for creating valuable networks

- Develop 'turbulent' as well as 'support' networks. The people in your turbulent network will tell you the truth, even when you don't want to hear it.
- Ensure that the purpose of the network is not to exclude others, and build a network that is bigger than the individuals involved.
- Step forward at a networking opportunity and actively seek to meet new people: Introduce yourself to someone you don't know.
- Practice taking the trouble to introduce people to each other properly, which allows you to move on to talk to someone else.

- Set yourself targets - how many new people are you going to meet and how many old relationships will you nurture? Seek the views of someone you wouldn't normally - can you see things from their point of view?

FLEXIBLE WORKING HAS POSITIVE IMPACT ON UK WORKERS

A positive relationship between flexible working practices and employee performance is a key finding of a significant new piece of research launched at the "Measuring Up – The Impact of Flexible Working Practices on Performance," conference last week.

'Flexible Working and Performance' is the result of a two-year research project by Cranfield School of Management in collaboration with Working Families. Seven major blue-chip companies, from a range of sectors, participated in the research. The report demonstrates that flexible working can be a win-win option for employers and employees.

As the availability and types of flexible work continue to increase, there is a greater need to know exactly how such working practices affect the organisation with regard to performance of individuals, and the impact on colleagues and managers.

Key findings of the report include:

- The majority of flexible workers, co-workers of flexible workers and managers of flexible workers reported that there was either a positive impact or no impact on individual performance. This was true for both **quantity** of work produced, and **quality** of work produced.
- The majority of employees reported that flexible working had a positive effect in reducing and managing *stress levels*. However, there was evidence to suggest that for some individuals flexible working itself could become a source of work stress.
- Significant positive relationships were found when comparing those who work flexibly with other employees. Flexible workers were found to have higher levels of organisational **commitment**, and in some cases they also had higher levels of job satisfaction. In addition, the availability of flexible working was a key **competitive** strategy within the labour market.
- There was a high degree of **informal** flexible working across the organisations.

Report co-author and Senior Lecturer in Strategic Human Resource Management from Cranfield School of Management, Dr Clare Kelliher, said: "These findings are important because they show both performance-related and longer term benefits from flexible working. However flexible working should not be seen as an add-on activity. Other HR policies may need to be adjusted in order to ensure they support flexible working."

Working Families Chief Executive Sarah Jackson OBE said: "The key findings of this rigorous two year research project strengthen the business case for flexible working. The research involving seven blue chip companies shows that flexibility has a positive effect on the quality and quantity of work and on employee commitment. It is also clear that flexible working works best where it is available to all employees".

WORK OPPORTUNITIES

RECRUITMENT CONSULTANT

We are an established recruitment consultancy, specialising in IT recruitment across the UK. Ratio Search & Selection is looking for **home based** consultants. You will be comfortable and thrive on a new business and account management role, delivering the full range of permanent recruitment solutions to clients across the UK in any sector. You will not be limited.

In return you will have access to leading job boards/databases, advertising, powerful recruitment database and office based support as needed. You will work your own hours and have great flexibility, taking home 50% of anything you bill. You should show relevant experience capable of building client relationships and servicing your customers. <http://tinyurl.com/3mp9sp>

GRADUATE PHP WEB DEVELOPER / PHP PROGRAMMER

Firechaser is a small, dynamic and growing web agency based in London specialising in web development for both corporate clients and arts-related organisations of all sizes. We focus on user-centred design and our solutions are designed to increase innovation for the client and to be easily integrated with other technologies. We are a preferred supplier of web integration for Tessitura ticketing system and we manage our own network.

The PHP Developer position offers a great opportunity for an enthusiastic, motivated individual to have a key development role in a range of exciting fast moving web projects and apply problem-solving skills to create innovative solutions for bespoke client requests. It is a permanent position for a London/South East based graduate PHP Developer with solid general programming experience and strong interpersonal skills for client communication.

Working as part of our small, friendly development team and together with our interface designer your main duties will include:

- a) The build of new websites based on Drupal including theme integration,
- b) Modification of existing modules and build of new modules
- c) New features and modules added to existing Drupal sites
- d) The support and eventual migration of legacy Cold Fusion sites
- e) Communication and interaction with clients by phone and meetings.

Key advantages of this role are

- a) **Working from home,**
- b) Flexible working hours,
- c) Working within a small motivated team,
- d) Constant learning opportunities,
- e) On the job training,
- f) Being part of a growing company with future opportunities to build and lead a team.

SKILLS/EXPERIENCE:

- a) PHP 5 (High level: OOP)
- b) MySQL
- c) Apache
- d) Good understanding of standards compliant XHTML for integrating completed XHTML designs into Theme.
- e) Strong interpersonal skills for client and team communication.
- f) Self motivation and ability to prioritise workload.
- g) High standard of written and spoken English and eligibility to work in UK.

DESIRABLE ADDITIONAL SKILLS/EXPERIENCE:

- a) Drupal / other Open Source CMS experience
- b) SQL Server
- c) Linux.
- d) Ajax.
- e) Cold Fusion.
- f) XSLT / XML.
- g) Experience / interest in Web 2.0 development
- h) SVN.

Salary £18,000 to £22,000 + excellent benefits. <http://tinyurl.com/4pefyl>

TELEMARKETING APPOINTMENT GENERATOR

How often do you hear of a telemarketing company that encourages you to maintain a work-life balance and gives great benefits? Look at this:

- A business to business Telemarketing role making well-qualified appointments
- Working on a variety of projects
- **Working from home**, but you need to live within 25 miles of Redditch, Worcs.
- You can contract to do hours between 25 and 39 per week
- The hours are worked on a flexitime basis between Mon - Fri business hours
- Four weeks holiday in the first year, rising to 5 in the 2nd and 6 in the 3rd.
- An above average salary and bonus scheme
- All equipment and phone line provide and paid for
- An agreed solution to enable you to maintain a work-life balance.

Our Client is a targeted marketing company who provide business to business sales appointments for their clients. They are looking for special people to join their team. Calls are to Director level, though some senior managers in blue chip organisations may be appropriate contacts to generate qualified appointments. You will need:

- Proven skills & experience in business to business appointment generation
- Ability to make qualified appointments fitting client criteria.
- Ability to working on different projects in the same week and meet Client expectations
- To be able to work from home
- The ability to hit targets
- A high level of individual motivation, able to work alone with honesty and integrity
- To be able to use a CRM database system.

Basic Salary £8 per hour rising to £10 per hour after successful completion of 3 month trial period. Basic and Bonus £19K (25 hours) - £26K (39 hours) (Bonus is paid at £3K twice a year provided targets are reached) Contributory pension scheme. Care/parental leave and sick paid after first six months.

<http://tinyurl.com/5yb2xt>

MS DYNAMICS NAV CONSULTANT / DEVELOPER

Required for dynamic, fast expanding MS Dynamics Nav (Navision) Solution centre.

Skills.

- The Microsoft Dynamics Nav (Navision) Consultant /Developer should have 3 years + of equivalent experience working within the MS Dynamics Nav (Navision) business space.
- Experience working in implementation and/or Development using MS Dynamics Nav (Navision) (C/SIDE)
- Desire to work through the project life cycle from Gap/Needs analysis, through to design, development and implementation, training and hand-over.
- Excellent communication and interpersonal skills.
Good client management skills
- Good understanding of Accountancy principals. Accounts background ideal
- Bright, forward thinking and willing to learn
- Keen to develop and progress career.

My client is a Microsoft Gold Partner and Microsoft Dynamics Solutions centre. They have developed a sophisticated Property Management system that is widely used within the Hotel, Hospitality and Retail sectors. My client offers a fantastic opportunity to be part of a growing and expanding team.

Home based. Salary £40,000 - £55,000. <http://tinyurl.com/3g9xnt>

SOUTH REGIONAL OFFICER

Do you have an aptitude for change? Are you looking for a position where each day is different? My client based in South London is seeking an outstanding individual to work along side the Manager of Regional Programmes as the South of England Regional Officer.

Either **working from home** or in one of this charity's offices based in the South East you will be providing additional support to the revival of ailing branches, assist in various programmes being held, ensure accurate data from all the South East branches is transmitted to Head Office. One of the key aspects to this position is communications, you will be required to ensure that experience from each branch is shared and the successful initiatives are implemented elsewhere.

As the South of England Regional Officer you will have outstanding Administration, Time Keeping and Communication skills. You will be a self starter and able to work on your own initiative, skilled at networking and influencing others and very willing to travel throughout the South East. A keen interest and knowledge in the following will be an advantage;

- voluntary sector organisations,
- science-related business,
- business-education partnership organisations,
- science policy.

Excellent benefits including 27 days holiday not including Bank Holidays, Interest free season ticket, Pension, Staff away days and a lot more!!!

Salary £20,500. <http://tinyurl.com/4wmh8t>

SENIOR ADMINISTRATOR/PA

Our client is a not-for-profit, corporate membership based organisation that wishes to appoint a Senior Administrator, ideally based around the Norfolk/Suffolk border in the Waverney Valley, to assist its existing small national team on a 4 days per week basis. The requirement is for an independent and experienced person to manage the central corporate administration for both members and staff. Reporting to the Director General who is based near Harleston and often working closely with the Board, the Senior Administrator will help to proactively maintain and improve the administration of the business as a whole. The Senior Administrator is the primary central point of contact for administration and bookkeeping (although there is an Accountant) requirements of the company and its members. The Senior Administrator will support the DG to manage existing member and staff corporate communications, rules and procedures.

The working location will be a combination of mostly home based working and some working in different office locations in Harleston, London and around the UK. The Senior Administrator must attend and help to arrange company meetings and events of relevance to members and the Board of Directors. These meetings and events will initially be within the UK but may later involve international locations. Travel and meetings away from home will therefore, be necessary.

You will need experience of being a Board Secretary and Constitution Advisor and be able to manage and Minute all Board meetings and be familiar with corporate legal documents. It is important that you are able to ensure that Board matters are handled properly, including preparation of pre-meeting materials, task functioning, and the nomination and recruitment of new Board members. Other duties will include management of Membership Fees, Cash Management, Staff Employment Administration, Corporate documentation, Business Communication & Reporting and Management of your own budgets. The Senior Administrator will prepare his/her own performance targets and agree them with the DG.

So what will you need to be able to carry out this big role? You will be very experienced as a Senior PA, Administration and Board Level Secretary - that is without question. You will exude independence, maturity and confidence to take proactive responsibility for administrative decisions within a small and mobile team. You will have advanced IT skills using Microsoft Office including Excel and Outlook. Great inter-personal and strong communication skills are, of course, going to be essential along with an out-going, friendly personality. While you won't be a qualified Accountant you will have company bookkeeping and basic financial accounting knowledge.

The part-time role is for the equivalent of 4 days per week and will be mainly a combination of **home-based working** and working from offices in Harleston (where the DG reside and works) and London. All reasonably attributable out of pocket office, telephone, mobile, broadband and standard class travel expenses will be reimbursed. All IT equipment for work will be provided by the company.

Initial salary of £20,000 pa for 4 days (equivalent to £25,000 pa full time). Holiday terms to be agreed, dependent on the pattern of work agreed based on normal full time equivalent of 25 days plus standard UK public holidays. Hours of working to be agreed but the team normally works from 9:30am to 5:30pm. Benefits will include a 10% contribution to personal pension.

<http://tinyurl.com/4mkkgu>

ECOLOGIST

This successful consultancy require an Ecologist to **work from home** in the Midlands region. You would form part of an existing national team of ecologists and support an expanding workload in the Midlands. This is an ideal role for someone looking for the freedom of being able to work from home, with the security of belonging to an established consultancy with plenty of work.

Ideally you will be a competent and experienced field naturalist with knowledge of Phase 1 habitat surveys and survey requirements for various protected species. You must be highly motivated and willing to address yourself to the challenges of ensuring that biodiversity and ecology issues are addressed appropriately in a wide range of developments.

Experience in ecological survey and appraisal or habitat management is essential. Experience in developing mitigation strategies and Environmental Assessment would be desirable. Typically you should be self motivated, an effective report writer and have a sound ecological understanding coupled with the desire to apply this to issues in the wider world. A valid UK driving licence is required.

Salary £25K - £33K + Benefits. <http://tinyurl.com/467xyu>

FIELD SERVICE ENGINEER

With a market leading product portfolio, our client is a reputable supplier of scientific instruments - with products including laboratory glassware washing machines, ultrasonic cleaning baths and a range of general laboratory equipment. They are now looking to recruit a Field Service Engineer to join their National Service team. In this role you will be responsible for maintaining specialist washing and disinfection equipment in hospitals and laboratories around the UK. Initial training will be provided with ongoing technical support.

To succeed in this role you must be an experienced Field Service Engineer who is self motivated and has good electro/mechanical experience. You must also have the ability to interpret schematic electrical diagrams. Our client will also consider candidates with relevant electro/mechanical skills. A top grade white goods Engineer would find this position an interesting and rewarding challenge.

Previous computer/electronic exposure would be desirable, but is not essential. The successful applicant will benefit from working for a small long established company and a competitive salary package. **Home based.** Salary £22,000. <http://tinyurl.com/436k87>

RISK CONSULTANT

We currently have an exciting opportunity covering our Southern and Midland areas for a Risk Control Consultant. The purpose of this role is to deliver expert risk control advice and solutions to clients and prospects to ensure new business is won and existing business is retained and developed. The right applicant will be self motivated and be able to work to deadlines. Fire engineering and sprinkler engineering skills are essential for this role.

Aon is a world leader in insurance and reinsurance brokerage, employee risk benefits, human capital and management consulting, and outsourcing solutions. Aon UK employs 5,600 people in 61 offices across the UK. With 47,000 people in 500 offices in over 120 countries, we've got where we are today by employing the best people and giving them all the support they need to develop their skills and careers. Key Responsibilities Include:-

- To understand and manage the risk management service provided to Clients ensuring the highest levels of service in line with the agreed SoSA`s2.
- Manage own time and workloads within allocated areas to ensure agreed revenue targets are delivered3.
- Represent Aon and specifically RCC to the Client. Build relationships with key decision makers4.
- Focus on personal training and development to ensure knowledge is up to date and personal growth continues5.
- Contribute to and participate in new business development6.
- Comply with regulatory and other standards as directed by line management

Home based. Salary £40,000 to £55,000. <http://tinyurl.com/3efuhv>

BUSINESS CONSULTANT - VEHICLE TRACKING SYSTEMS

Our client is a leader in telemetry, tracking and positioning solutions. By integrating advanced data communications with positioning technologies they have developed a range of technically advanced tracking solutions for applications across a wide range of industries in the enterprise sector.

We are looking for an experienced Business Consultant to work alongside customers to maximise the potential of telematic deployments inside their business. As a Business Consultant you will work within our client's consultancy framework focussing on ROI calculations and business benefits to enable strategic decision making by customers. Key skills and experience :-

- At least 2 years' commercial experience in a business consulting or similar role.
- Skilled in calculating and demonstrating business benefits..
- Exposure to customers and projects.
- Aware of current issues in telecommunications markets and technologies.
- Analytical and strategic thinker with good presentational communications skills..
- Ability to work well in a team environment and to develop relationships with external customers and internal colleagues.
- High level of energy, creativity, flexibility, enthusiasm, commitment, self-confidence and initiative.
- Graduate level qualification.

Home based. Salary £30,000. <http://tinyurl.com/4k93sq>

SYSTEMS INTEGRATION CONSULTANT

A Systems Integration Consultant is sought by our client a leading worldwide software company in the CRM and workforce optimization market. You will have specific responsibility for providing Custom Design , Development and Implementation Services for products and solutions and will have a high technical skill set. You must have at least 12 months integration experience using one or more of the following telephony products: Genesys T-Server, Dialogic CT-Connect, TAPI, TSAPI, IBM CallPath. Development and scripting experience in either real-time or telephony based systems is desired. You will be **home based** and willing to travel and spend a significant period of each month away from home.

Salary £40,000 to £45,000. <http://tinyurl.com/444ka6>

DEVELOPER, ASP.NET (C#)

TRG represent a EDM specialist for an individual to join as a C# / ASP.NET developer. Excellent commercial ASP.NET experience required and ability to apply strong SQL skills, whilst **working from home** and meeting UK based clients.

Opportunities to work on a wide variety of diverse and interesting projects and use full lifecycle aspects including analysis, design, implementation and testing. Perfect opportunity for anyone who wants to mainly work from home and conduct client-facing development work in C# / ASP.NET

Home based (Lancashire). Salary £26,000 to £32,000. <http://tinyurl.com/4kafwv>