SIGBI Limited
Policy for Job Share

Introduction
Soroptimist International Great Britain and Ireland (SIGBI) Ltd is committed both to issues of equality of opportunity and to providing flexible working practices to assist in the work/life balance for members. SIGBI Ltd supports the practice of job sharing at all levels within the organisation. It recognises that job sharing opens up a range of opportunities for those who cannot, or choose not to work on a position on a full time basis.

The Practice of Job Sharing
- Job sharing is an arrangement whereby two or more people choose to share a position.
- Vacant positions will be deemed to be appropriate for a job share arrangement and will therefore be advertised as available on a job share basis. No position will be deemed as only available on a job share basis.
- There is no automatic right for any applicant to work on a job share basis. There will be no compulsion on members to share positions unless they voluntarily express a desire to do so, nor shall those making applications for a position be compelled to consider job share instead.

Job Share Opportunities

Vacant Positions
- All full time vacant or new positions will be considered suitable for job sharing and the position will be advertised accordingly within the Club, Region, National Association, Network and Federation.

Selection Procedures
- The short listing and selection of job share applications will be carried out in accordance with SIGBI Limited recruitment practices, with all applicants being treated equally.
- Clubs, Regions, National Associations, Networks and Federation will be responsible for administering the job sharing process.
- In determining the suitability of a job share partnership, the Club, Region, National Association, Network Executives and Federation Management Board must be satisfied that the proposed working pattern meets the demands of the job.

General Principles
- Each job share partner will undertake to carry out the duties of the position together and agree how to carry out this role jointly.
- The work may be divided in a number of ways (e.g. with each partner working on single areas of the role or a combination between the partners).
- It will be necessary for job sharers to meet face to face or via other methods of communication on a regular basis. When this is necessary, it should be part of the established pattern of work for the role and should be highlighted within their application as to how this will happen.
- If one partner in a job share arrangement leaves, the post will automatically be offered to the other remaining partner/s. If the remaining partner/s does not wish to work on a full time basis, the post will be re-advertised.

CRITICAL SUCCESS FACTORS FOR JOB-SHARE ARRANGEMENTS
1. Partners need to present a united front at all times.

2. Effective communication between partners is crucial if a job share arrangement is to succeed.

3. Managing the expectations of your other-half is an important factor. It may be necessary, for example, to ensure that you allow enough time for you to read and comment on any documents for discussion prior to a meeting, to agree how and when you and your partner(s) will brief one another.

4. Any member with controlling instincts will not succeed at job share; partners need to be able to allow their partner(s) to work in their own way.

5. Particular job share arrangements need to be agreed and administrative arrangements need to be well-organised from the outset. For example all e-mails should automatically be copied to each partner(s) so that communication and continuity is maintained at all times.

6. Having a detailed role analysis at the outset is important if the job share arrangement is to succeed. If both partners are clear about the responsibilities of the role, then there is less chance that confusion will arise about who is responsible for which aspects of the role.

7. Good communication is essential, particularly between the job share partners, but also with other members of the team. Good communication should be an integral part of any job-share, but if this breaks down it will be exposed more quickly within a job share arrangement.

8. Choosing the right partner(s) is critical if the job share is to succeed. Research shows that having partners who complement each other in terms of style, but have different skills work best together. If the partners are too similar or have widely different styles then there is less chance the job share will succeed.

9. If a disagreement or dispute arises between post holders it is hoped it would be resolved by discussing the issue and reaching a consensus. However, if a resolution cannot be resolved, the post-holders should inform the Executive at Club, Region, National Association or Network level or the Executive Officer, at Federation level, who will bring this to the attention of the Federation President for mediation.

Questions and Answers for Job Share

What is job-sharing?

A job share is the process whereby more than one member takes up one office, sharing both total responsibility and full accountability for the duties of the Office. This may be done for a number of reasons:

- Individuals believe their skills compliment each other.
- Other time/family commitments prevent them from taking Office on their own.

If I want to job-share with other members how do we apply?

You should submit a joint application to your Club, Region, National Association, Network or Federation by completing a nomination form and ensure that you each:

- provide full personal information i.e. name, personal details
- provide previous history of Offices held (you must meet the set criteria)
- complete a Joint Statement of Intent taking care to comply with word number restrictions
- For Federation level posts, both Proposing Club, Region, NA, Network and Seconding Club, Region, NA, Network must support each of the job sharers
- For Federation level posts, submit with your application a proposal (for consideration by the FMB) as to how you will ensure that all responsibilities will be covered and effective communication maintained.
Do I have to find someone to job-share with?
Candidates are responsible for agreeing a job share – it is not the responsibility of the Club, Region, National Association, Network or Federation to find partners for job shares.

Does the 'job share partner' have to be in the same Club or Region/National Association/Network as me?
For positions at Club, Region, National Association and Network levels, the job sharers should be from the same Club, Region, National Association and Network. For Federation level positions, job share partners do not have to be from the same Club, Region, National Association or Network.

How do we split the responsibilities of the Office?
During your term of office you will be equally responsible for all aspects of the position and accountable for the decisions or actions of each other. It is critical that you are able to agree a plan of action and divide the work accordingly, in order that you can reach decisions acceptable to you both.

Am I accountable for my job share partner(s) decisions?
Yes, it is therefore vital that you discuss all issues before voting on any issues, and agree/reach a consensus stance with which you will both be in agreement.

Am I accountable for my job share partner(s) conduct or actions?
You are individually and jointly responsible responsible for your own and your job share partner(s) conduct.

What about claiming expenses?
Expenses (travel and per diem) are attached to the position. The job-sharers will share expenses (where applicable) and will need to agree between themselves who submits a claim. At Federation Management Board level, whilst both job sharers will be welcomed to FMB meetings, only one will sit at the table and only one set of expenses will be met. Failure to agree (on any aspect of the job share) will be referred to the Club, Region, National Association, Network or Federation for a ruling.

What happens if one of the job-sharers is unable to continue to the end of the tenure?
Normally the termination of the job share arrangement will be at the end of tenure of Office. In the event that the member who shares your position is unable to fulfil the duties of that position, you will be required to cover all duties and undertake the full role. If you do not wish to so do the arrangement will be terminated and you will have to resign the post.

How do Clubs vote?
The Job-share is to be regarded as one nomination, one statement of intent (with the same word limit allowed for a single candidate) and one nomination form – to include details of all job share candidates. Clubs should be supportive of each of the job-sharers if voting for these nominees.