

Making a success of job-sharing

Job-sharing can be a really attractive way to work in a part-time capacity, safe in the knowledge that the work still gets done when you're not there. It can work well in a range of roles – from splitting long shifts in a public facing job to sharing a high-pressure client role.

WHAT IS A JOBSHARE?

- Two people agree to share delivery of one job. This could be a straightforward 2.5 days each with a Wednesday handover but there are other options such as splitting shifts (morning / afternoons), mixing up the days, or working more than full time hours across the pair to provide more cover.
- Generally, both partners have similar skills and experience, however it is also possible to split roles according to skills and strengths or have a more senior/junior partnership, with one partner developing the other.
- The job-sharers agree ways of working which minimise the disruption for their clients and their team. Systems really help, such as shared mailboxes, documents and diaries.
- Recruiters are getting more used to receiving applications from people applying together for a jobshare but its worth asking their advice on whether they want one application or two, and how you will be assessed.

Clients get the benefit of two really senior brains and halfway through the week they get a 'greyhound fresh out of the cage', so there's loads of benefits to it.

SHARON FOXWELL, A JOBSHARING ASSOCIATE
DIRECTOR FROM ONE VOICE MEDIA



WHERE TO LOOK

- 1. What kind of work do you enjoy? What do you want to do more of / less of?**

Be honest about your strengths and interests. You might find they complement your partner's and you can allocate tasks accordingly.
- 2. Are we going to share all the tasks within the role, or split them?**

There's no right answer to this but you need to be clear with your clients and team how it is going to work. Being clear who they need to go to and how will keep communication working.
- 3. How will we stay connected and resolve any disagreements?**

Agreeing how you will brief each other and handover on key tasks is important. In public you need to back each other's decisions so it's good to discuss how will you resolve any differences of opinion.
- 4. How do we want to be managed and have our performance assessed?**

Do you want your manager to judge performance as individuals or as a combined jobshare? How will you seek feedback on how it is working from your colleagues and resolve any issues?
- 5. How long shall we commit to this for?**

Be honest with each other about your longer-term ambitions. Personal circumstances change so it is good to be open about your intentions