Freelancer Framework

This is the Freelancer Framework as adopted by the Unloc Leadership Board on Thursday 19th August 2021 and subsequently amended on Friday 25th March 2022, and will be reviewed within two years of this date.

The Framework is designed to describe the instances in which Unloc makes use of freelancers, the procedure for selecting freelancers, and the procedure for onboarding freelancers.

Use of Freelancers

Unloc makes use of freelancers as a flexible resource to support and enhance our overall capacity. In addition freelancers enable us to fulfil a specialist function with specific expertise, provide cover for staff holiday and illness and offer flexible staff resource for time specific projects. This includes the facilitation of particular workshops or courses or fulfilling a brief.

The decision to utilise a freelancer (rather than employing an individual) is determined on a case by case basis by the Leadership Team and takes into account project budget, the amount of flexibility required and the specialist knowledge required.

Selecting Freelancers

All approved freelancers (having completed onboarding) will appear on the Freelancer Database hosted on the company's Monday.com account. The following process describes how a freelancer is selected from the database:

- A written brief is produced that describes the expectations, roles and responsibilities of the chosen freelancer (for short interventions this may take the form of an email)
- The Leadership Team member responsible for the project will utilise the Freelancer Database to identify potential candidates with the relevant skills, attributes, knowledge and availability to fulfill the brief
- Where there is only one clear candidate that meets the brief, the Leadership Team member responsible for the project will start the contracting process with due consideration for value for money and the project's budget
- Where there is more than one suitable candidate, potential candidates should be written to via email to ask for an expression of interest and a quotation. The successful candidate will be selected by the project lead with due consideration for suitability for the brief, value for money and the project's budget

Onboarding Freelancers

All freelancers must go through an approval process before being listed on Unloc's Freelance Database as summarised below. Freelancers, often identified through the organisation's formal and informal networks, are invited to apply to go through the approval process led by Unloc's Director with responsibility for Human Resources:

- An initial enhanced DBS check that returns no brown envelope data
- A signed freelancer agreement that includes reference to Unloc's policies, procedures and ways of working
- A safeguarding and teaching learning induction (for facilitation briefs) led by our Content & Quality Manager

Freelancer Rates of Pay

Freelancer rates of pay are negotiated on a case-by-case basis, taking into account relevant experience and expertise. The below is a guide to assist this process for the types of freelance support that are regularly used e.g programme facilitation. There are exceptions that fall outside of the guidance provided below, for example where a specialist service is procured.

Type of support	Rate
Assistant Facilitator	£90 - £100 p/day
Facilitator	£100 - £150 p/day
Strategy / Consultation / Project Leadership	£150 - £250 p/day
Specialist Service / Knowledge	By agreement