

VOLUNTEER ROLE DESCRIPTION

Role title:	Job Seeking Buddy
Role purpose:	The Hope Job Club is looking for people to join its team of volunteers to support and encourage local Jobseekers in their search for work
Role description:	<ul style="list-style-type: none"> • Meet with clients 1:1 to chat about their situation and help them set some realistic, achievable goals • Support them as they take manageable steps towards meeting those goals eg. Increasing their computer and employment skills, searching for and applying for jobs online • Signpost to other agencies which may be able to support clients in other areas of life • Encourage clients, help them to believe in themselves and thus improve their sense of wellbeing
Role reports to:	Project Manager
Where:	Jubilee Community Centre, Charlwoods Road, East Grinstead, RH19 2HL
When:	Friday afternoons 1 – 3 pm. Or by arrangement at other times
Requirements :	<ul style="list-style-type: none"> • Ability to commit to at least one session a month • A heart for helping people • The ability to listen and be sensitive to a client's circumstances • Basic computer skills • No prior experience of volunteering necessary
What's in it for you?	<ul style="list-style-type: none"> • Full induction and training to enable you to carry out your role • Increase your knowledge about current job-seeking opportunities and challenges • Opportunity to meet new people and enjoy being part of a team • Develop and enhance your own skill-set as you move in to possible new areas • Sense of making a significant difference in someone's life, giving something back • A new addition to your CV • We are not currently able to reimburse volunteer expenses, but if this is a potential barrier to volunteering, let's talk