**Employment Support Volunteer**

**Role Description**

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**What is the role about?**

The Volunteer Employment Support Scheme matches volunteers on a one-to-one basis, for up to six months, with unemployed people living in Westminster, to help them become more employable.

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* Attend an online 1.5 to 2 hour training session to help prepare you for your volunteer role
* Provide weekly support to an unemployed person for 1 to 2 hours per week, which could include helping with preparing for interviews, confidence building, or helping with C.V. and job applications. This will be by phone, video call or face to face support, taking social distancing into consideration. All support to be agreed between both the volunteer and unemployed person
* Provide regular updates to your Volunteer Coordinator on your progress, including phone calls and completion of any monitoring forms
* Understand and comply with the confidentiality and boundaries guidelines provided and seek support from your Volunteer Coordinator when necessary

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* Preferably employed (or previously employed) and interested in supporting unemployed people to address the employability issues they may be facing
* Effective communication skills, including active listening
* Are open-minded and listen to others without being judgemental
* Understanding of the challenges of being unemployed

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* Attend training session, which must be attended before being matched
* 1-2 hours per week for maximum of 6 months

**Still interested? How to apply**

Please complete the registration form and email to **info@onewestminster.org.uk**

You need to have current **Disclosure Barring Service (DBS**) check dated within the last 3 years. Do not worry if you do not have one as we can arrange for you to have a free online DBS check.

**Any questions about the role**

If you have any questions about any aspect of the role, please email to the email address above or phone Nigel Barber on 07918 759764