

ESOL & Employability

RSD

Employability volunteer job description

The volunteer should be motivated to help our clients into the job market, whether on a paid or voluntary basis and skilled or unskilled. Many of our clients have experience of working in their own country, but lack formal qualifications. We work with local agencies to find them suitable work to help them integrate into the job-market in this country and use their previous skills or take the opportunity to learn new ones. We also take the initiative in finding suitable opportunities for individual clients by searching recruitment websites (e.g. devonjobs.gov.uk and www.indeed.co.uk)

The volunteer will support our clients in the process of finding suitable opportunities for work and/or training in the following ways:

- Preparing CVs and covering letters if required
- Help in filling in application forms
- Contacting recruitment agencies
- Liaising between recruitment agencies and clients
- Searching for suitable job vacancies on online sites
- Researching specific jobs to find out what experience or qualifications are required
- Preparing clients for interviews
- Accompanying clients to interviews for moral support
- Using feedback about clients' performance at interview to improve future prospects

The role involves independent research as well as building a supportive relationship with the client.