

<b>Position title</b>	<b>Work Club volunteer</b>
<b>Location</b>	Twickenham Library
<b>Responsible to (Department/Library)</b>	Library Supervisor
<b>Role summary</b>	Work Club sessions are for anyone needing help with their CV, job application, job search and interview preparation. The sessions are designed to give individuals an increased sense of confidence when facing the job market.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with individuals on their CV and job applications.</li> <li>• Prepare individuals for upcoming interviews.</li> <li>• Help individuals with their job search online or in newspapers, etc</li> <li>• Assist library staff in publicising the Work Club sessions.</li> <li>• Help to clear the space when the sessions finish.</li> <li>• Ability to attend weekly sessions of the Work Club sessions to ensure individuals are provided with continuity of support.</li> </ul>
<b>Skills/abilities/knowledge required</b>	<ul style="list-style-type: none"> <li>• Good listening, communication and presentation skills.</li> <li>• Good basic IT skills – ability to use the internet, set up an email account, use Word, etc.</li> <li>• A good command of written and spoken English.</li> <li>• An interest and enthusiasm in working with people of all ages and from all different backgrounds who are looking for work.</li> <li>• Self-sufficient and can work independently, but feel confident to ask questions should the need arise.</li> <li>• Full training will be provided.</li> <li>• To undergo the council’s Disclosure and Barring Service (DBS) check.</li> </ul>
<b>Time requirement</b>	<ul style="list-style-type: none"> <li>• Sessions usually run for 1-2 hours. You will be requested to arrive 30 minutes before the start to help set-up, and leave 30 minutes after the session to help clear up.</li> <li>• Commitment is approximately 2 hours a week, one day a week.</li> </ul>
<b>Length of commitment</b>	Minimum 6 month commitment.

