

Thurrock Libraries Volunteer

Role description

Role title: Job Club Assistant

Supported by: E-Learning Officer/Library Supervisor

Role Purpose: To support a job club, helping people gain employment.

Location: Belhus Library (South Ockendon Centre)

Tasks and responsibilities

- To connect with people who face barriers to gaining work whether new to work, changing their job or returning back to work.
- To assist and support job hunters with ICT skills; such as sending emails to employers, searching online for job opportunities, uploading CV's to job search websites and online recruitment agencies and creating and using Universal Job Match accounts.
- To provide information, support and coaching in ICT skills according to the specific needs of Job Club users.
- Supporting Job Club users in a way that will enhance their IT skills and improve their ability to search for, and apply for, appropriate vacancies.

Skills and experience

- An understanding and interest in issues relating to employment.
- People skills, patience and a good approachable manner.
- Commitment and reliability.
- Coaching and mentoring skills
- A friendly professional and approachable manner and an ability to encourage motivate and inspire others.
- Good ICT skills, ability to use online search engines to find jobs and support completion of online application forms.
- Computer literacy - an understanding of simple technical terms used in computing and a good awareness of online safety and security.
- Experience in the voluntary sector or in training.

Time commitment

- 2 hours a week
- Additional availability for training when and as required.

Council's commitment

- Induction training and support for the role
- On-going support
- Reimbursement of agreed expenses

This role does NOT require a Disclosure and Barring Service (DBS) check.