

Thurrock Council volunteer role description

Library Job Club assistant

Supported by	E-Learning Officer / Library Supervisor
Role summary	Supporting a job club, helping people gain employment.
Location	Belhus Library (South Ockendon Centre).
How to apply	Complete the application form at www.thurrock.gov.uk/volunteering

Tasks and responsibilities

You will be expected to:

- connect with people who face barriers to gaining work whether new to work, changing their job or returning back to work
- assist and support job hunters with ICT skills, such as sending emails to employers, searching online for job opportunities, uploading CVs to job search websites and online recruitment agencies, and creating and using Universal Job Match accounts
- provide information, support and coaching in ICT skills according to the specific needs of Job Club users
- support 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

You must:

- have an understanding and interest in issues relating to employment
- have 'people skills', patience and a good approachable manner
- have commitment and be reliable
- have coaching and mentoring skills
- have a friendly, professional and approachable manner
- have an ability to encourage motivate and inspire others
- have good ICT skills, the ability to use online search engines to find jobs and support completion of online application forms
- be computer literate, with an understanding of simple technical terms used in computing and a good awareness of online safety and security
- have experience in the voluntary sector or in training

Time commitment

A minimum of 2 hours a week with additional availability for training when required.

Support you will get

We will:

- reimburse expenses, as agreed
- provide induction training
- provide on-going support from library staff

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