

# Thurrock Council volunteer role description

## Library Job Club assistant

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

### 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
- assist in the creation of CVs, supporting job hunters with what to include, layout, and so on
- 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' and patience
- have commitment and be reliable
- have coaching and mentoring skills
- have a good friendly, professional and approachable manner
- have an ability to encourage, motivate and inspire others
- have good ICT skills, including the ability to use online search engines to find jobs and to support the 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.**