

Volunteer Role Profile



Volunteer Role

Employment, Training and Skills Supporter

Volunteer Manager

Volunteer Manager/Supervisor

Where you will be based

Children's services

Why we want you

Are you able to support young people to work towards their employment, training and skills goals, on a 1:1 basis and/or in group settings? Can you motivate and encourage young people to reach their potential?

What you will be doing

- Supporting service users aged 16+ to identify and work towards their goals relating to employment, training and skills, both one-to-one and in group settings.
- Carrying out internet and phone research about employment, training and skills opportunities which are relevant to service user.
- Encouraging service users to enrol on relevant courses to gain further skills and reach their goals, such as ESOL, Maths, English, First Aid or Food Safety.
- Supporting service users to produce up-to-date CVs, supporting statements and covering letters tailored for each application.
- Providing job search support, guiding service users to register on appropriate jobs boards and ensuring their digital profiles are up-to-date, professional and visible to employers.
- Supporting service users to use public transport and attend appointments.
- Preparing service users for job interviews, which might include discussing possible interview questions and conducting mock interviews.
- Keeping in regular contact with service users to check on their progress towards meeting their goals.
- Identifying barriers to engagement and helping them overcome any challenges by putting realistic targets in place to help them achieve their goals.
- Recording contacts with each service user and reporting back to the service.
- Adhering to Barnardo's policies and procedures at all times, including Barnardo's: Safeguarding; Equality, Diversity and Inclusion; Health & Safety; Data Protection; Confidentiality; Recording policies and procedures.
- Participating fully in training and supervision.
- Volunteering within Barnardo's Values and Behaviours.

The skills you need

- Reliable, punctual and trustworthy.
- Approachable and welcoming.
- Excellent listening, verbal and written communication skills.
- An understanding of the skills needed to gain employment, such as job searching, completing job applications and job interview skills.
- IT Literate and the ability to use the internet.
- Being passionate about making a difference to the lives of vulnerable community members.
- Being non-judgmental and positive in their attitude to working with individuals from different backgrounds.
- An understanding of diverse communities and the related barriers to accessing employment and training opportunities.

What's in it for you

- Full induction and training.
- Other training opportunities relevant to the volunteer role.
- Regular supervision and support.
- Out of pocket expenses agreed in advance.
- Access to the Barnardo's internal vacancy listing.
- Our volunteers tell us about lots of other benefits of volunteering including; experience of working with children, young people and families; experience for your CV; supporting your local community; meeting new people; increasing self-confidence; feeling like you are making a difference; improving your health and wellbeing; and a chance to contribute to a worthwhile children's charity.

Disclaimer

We look to recruit a diverse range of volunteers. If your skills don't fit the role exactly, please do not let this put you off as we are able to be flexible with most of our roles.

If you are unable to apply online through the link on this page, please contact the Barnardo's Volunteering Team on volunteering@barnardos.org.uk or call us on 0208 498 7320