



## Employment Academy Assistant

Location of Position/Department: CE Employment Academy, Mochdre

Responsible To: Sharon Jones

Time Commitment: Friday 09:00 – 12:00

### Purpose/Summary of Role

To support the running of our weekly jobs café and support individuals to apply for jobs in a friendly, inviting environment. Ensure our jobs wall is kept up to date with local jobs that are within the abilities and interests of the people being supported.

Essential skills:

Able to use computers / laptops / tablets / smartphones, search the internet and use email confidently

Good communication skills

Friendly and welcoming nature

Patient and personable

Good sense of humour

Able to explain technology in a simple, clear way

### Description of Tasks

- Provide one to one support to people who are struggling to look for work online: support with job search, accessing application forms
- Book appointments with Employment Academy Employment Support Officer if people require intense CV / application form / interview support
- Research and print local opportunities and keep the jobs wall up to date



## Training and Support

Work Buddy: Richard Chance

- Induction to the organisation
- Full training on all aspects of the role
- Regular updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme

## Reimbursement of Expenses

Out of pocket expenses will be paid back:

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs paid back on a valid ticket
- Lunch (conditions apply)
- Child care (conditions apply)

## How to Apply

- Email [volunteering@creatingenterprise.org.uk](mailto:volunteering@creatingenterprise.org.uk) or Telephone: 01745 335665
- Tell us which role you are interested in

---

**Line Manager's Signature:**

**Date:**

---

