



Seeing the potential in everyone

KFC Volunteer Employment Support Mentor

Role Description

Title:	Volunteer Employment Support Mentor
Responsible To:	Kingsmeadow Community Flat (Travel/Out of pocket expenses provided)
Location:	Kingsmeadow Community Flat, 19 Barrington Close, Kingswood, BS15 4QD
Days:	Wednesday, Thursday, Friday
Times/Duration:	Flexible times to be agreed. Mornings or Afternoons available. We would like at least a 3 months commitment from volunteers.

Main aim:

To assist staff in providing **Employment support** and guidance to clients.

KCF aim to provide volunteers with an opportunity to develop new & existing skills, gain confidence, work ethics, experience and reference.

Volunteers are provided with a very close continuous support/training to enable them carry out their role effectively and achieve their aim of volunteering. They are also provided Job search and employment support if required.

Out of pocket expenses are also provided subject to commitment.

A range of other training courses are also available for volunteers to access.

Experience and Skills

- A knowledge of Universal Jobmatch website
- Willingness to learn and take on training
- Good written and verbal communication skills with attention to detail
- Reliability, Commitment and a friendly manner
- Good IT Skills
- Good people skills including patience with slow learners, care and kindness

Tasks and Responsibilities

- To Support/train clients with the following;
 - completing and submitting online/paper job application forms

Kingsmeadow Community Flat, 19 Barrington Close, Kingswood, Bristol BS15 4QD

Tel. 0117 9048425 Mob. 07446 169870 www.kingsmeadowflat.org.uk

Chief Officer's Hours: Mon-Wed 9.00am – 5.00pm

Charity No: 1148905 A registered company limited by guarantee No: 8126468



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- using Universal Jobmatch effectively
 - using email accounts effectively
 - carrying out basic internet search
 - downloading, attaching & sending documents via the internet.
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- To assist clients register for courses & trainings relevant to their Employment needs
 - To assist/train clients on how to create and tweak CVs and covering letters to reflect the jobs they apply for
 - To adhere to KCF's equal opportunities practice and volunteering policy
 - To respect client confidentiality, adhere to data protection principles and keep accurate, confidential records.
 - To attend an induction and any ongoing training

If interested please contact Catherine on 0775 705 6687 or send an email with CV to kingsmeadow.community.flat@outlook.com