

## **BRADFORD VOLUNTEERING**

Smart Works want to expand and embed the service we offer within the Bradford district. Reaching unemployed women in Bradford is integral to our mission of increasing the number of women we support in 2025 and beyond.

Thanks to a successful grant application from Yorkshire Building Society Foundation, we now have the funding to expand the team and enhance our strategy. We are looking for Bradford Outreach Volunteers to attend events, provide community coaching and deliver workshop sessions to women in Bradford.

Smart Works is a fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed. After visiting Smart Works, 67% of clients secure a job within a month, gaining financial independence and transforming their lives.

More information about who we are can be found on our website:

<https://leeds.smartworks.org.uk/>

### **What we need from you**

#### **Workshop Volunteers**

We are looking for dedicated volunteers to deliver and assist with the delivery of our workshops to the community at various locations such as community centres and job shops. Our sessions help women gain the confidence and tools necessary to get the job. They have been designed in response to a research project we completed recently with women in Bradford, which helped us to identify key skill gaps in Bradford job seekers, which we hope to address.

Our workshops will be offered on set days and times throughout the working week and we have an online platform where you will be able to see the available workshops and locations to volunteer for. The workshops will last up to one hour and a half but expect half an hour before and after to set up and collect the feedback surveys at the end.

You will attend workshops with a staff member or another volunteer.

We would like you to be able to commit to at least one workshop per month.

The first two workshops we are launching are Build your confidence with Smart Works and Tech Together (a digital inclusion workshop). We also plan to offer CV clinics, a session on the UK job market, and interview support.

Full training of the delivery of that workshop as well as shadowing experience will be given.

Desirable skills

- Friendly and comfortable with public speaking
- Organised with good attention to detail.
- Some experience conducting community outreach would be helpful, but not essential.
- Training and coaching skills
- An interest in working with people
- Mentoring skills to get the best out of people, and to help them engage with our group sessions and activities
- An excellent listener, with an empathetic nature towards our clients and their backgrounds.
- Comfortable working with volunteers and clients from different backgrounds and respectful of other people's experiences and approaches

### **Outreach Volunteers**

Our outreach and community engagement volunteers support the outreach team with the engagement of our referral partners, ensuring that they are aware of our service and how to refer clients.

They chat to partners and potential clients, attend jobs fairs and events across the city. The role will include attending careers fairs, job centres and employment events, and speaking with potential clients and referral partners about Smart Works in a variety of settings.

You will attend events with a staff member or another volunteer.

Desirable skills:

- A friendly and approachable manner, with an ability to talk to individuals from a variety of backgrounds.
- Good organisational skills with an attention to detail.
- Great presentation skills.
- A passion for what Smart Works does and our mission.
- Able to commit to 1 day per month

We would like you to be able to commit to at least one event per month.

### **Coaching Volunteers**

We will be bringing our career coaching offer into the community- running appointments with clients in job centres, community centres and at other venues.

Our coaching volunteers equip our clients with advice, tips and skills to help them with our next steps towards employment. They work directly with clients to prepare them for an upcoming job interview or support them with tangible next steps towards securing an interview if they are currently job searching. Their expertise and empathy helps our

clients unlock their self-belief and discover their strengths through one to one 60 minute coaching sessions.

Our coaching volunteers have senior level management experience (HR or recruitment backgrounds are brilliant but not mandatory). During coaching sessions, they provide personalised guidance on the interviewing process, CV's, cover letters, skills development and any other aspects of the job search relevant to our clients.

Training and shadowing will be provided.

#### Desirable Skills

- Senior management experience and experience of interviewing at different levels.
- Coaching qualifications and/or training are desirable but not essential.
- An excellent listener, with an empathetic nature towards our clients and their backgrounds.
- Comfortable working with volunteers and clients from different backgrounds and respectful of other people's experiences and approaches.
- Work well in a team to ensure our clients have the best experience.
- Someone who is able to work flexibly and go with the flow- the nature of our work means our client schedule often changes at the last minute.
- Passionate about our mission

We would like you to commit to at least one day a month.

#### **Get Involved**

Please indicate as part of your application which area(s) of volunteering you are interested in:

- 1) Workshops
- 2) Outreach
- 3) Coaching

We are particularly keen to hear from workshop volunteers, as well as prospective volunteers who are flexible to work across 2 or more roles.