

CS Local – East Midlands

VOLUNTEERING OPPORTUNITY

Reference	Open to civil servants in the East Midlands
Type of Opportunity	Employability Workshop
Organisation	IntoUniversity
Location	IntoUniversity Nottingham East, 32 Robin Hood Chase, St Ann's, Nottingham NG3 4EZ
<p>Brief Description</p> <p>What does the opportunity involve?</p> <p>What will the volunteer do?</p> <p>What skills are required?</p> <p>Training required?</p>	<p>IntoUniversity's Employability workshop offers students in Years 11-13 from disadvantaged background the opportunity to get help and advice from working professionals about successfully applying for jobs.</p> <p>The programme is designed to help students as they apply for work. Students will work with volunteers to improve their CV and practice interview techniques. The workshop is facilitated by IntoUniversity members of staff, with volunteers supporting students on a one-to-one basis.</p> <p>Volunteers will need good communication skills, knowledge the job application process and an ability to provide constructive feedback.</p> <p>Volunteers will be sent a timetable in advance of the day. They will also be briefed by a member of staff before the workshop to ensure they are confident with the workshop.</p>
Duration	The commitment for this workshop is 2 hours on Thursday 29 th October, 4-6pm.
Closing Date	Deadline for those interested to apply to take part in this workshop is Monday 26 th October at midday.
Further Information	For further information about this opportunity , please contact joanne.burrows@intouniversity.org

How to Apply

Don't forget that if you are looking at this site for opportunities to undertake paid volunteering in work time, the opportunity you select must fit with your own department's volunteering policy and you will need to comply with your departments processes particularly around health & safety.

To register your interest in volunteering for this workshop, please email

joanne.burrows@intouniversity.org