



CIVIL SERVICE Local

VOLUNTEERING OPPORTUNITY West Midlands

Reference	
Location	Shelfield Academy, Broad Way, Pelsall, Walsall. WS4 1BW
Date(s)	Thursday 10 th December 2015
Organisation	Walsall Education Business Partnership
Type of Opportunity	Year 12 Practice Interviews
Duration	8.30am – 2.00pm (with lunch provided)
Brief Description	
What does the opportunity involve?	Sixth Form students will take part in a mock/practice interview at Shelfield Academy, Pelsall. Students will have completed an application form beforehand relevant to their career choice. Volunteers would be asked to interview around eight young people to assess their suitability for their proposed career and to give them advice on future job applications. Each interview would last for approximately 15 minutes, followed by a 10 minute interlude for volunteers to complete a feedback form that will be given to the students (via our school contact), afterwards.
What will the volunteer do?	Support is sought from volunteers who are able to commit a day to interviewing young people in a safe and friendly environment as their first exposure to an as close to real interview situation as we can provide. Participating supporters will be provided with copies of the feedback forms and other relevant information before the event (this will also be available to read through on the morning before interviews start) The day will start at 8:30am with a coffee & briefing so everyone knows the outline of the day (first interview is scheduled at 9.10am). There are regular breaks and refreshments throughout the day and we even provide lunch (special dietary requirements can be catered for, please advise)

<p>What skills are required?</p> <p>Training required?</p>	<p>Full briefing documents will be given out prior to the event (also available on morning of the event) and feedback will be solicited at the event.</p> <p>Anyone who has a desire to work with young people, communication skills and a sense of fun! Interview skills would be welcomed.</p> <p>No training required – full briefing documents will be given prior to the event.</p>
<p>Closing Date</p>	<p>Monday 30th November</p>
<p>Further Information</p>	<p>Approval from your department line manager required to participate in this opportunity for any additional information regarding opportunity contact: Janice Smith Email : janice.smith@csresourcing.gsi.gov.uk</p>
<p>How to Apply</p>	<p>Please use the web link below to register for this event (if you do experience problems or would like further information please contact Sarah Harrison: sharrison@walsallebp.co.uk 01922 424200)</p> <p>https://www.eventbrite.co.uk/e/mock-practice-student-interviews-tickets-18931440448</p>
<p>Your feedback sought</p>	<p>If you do take up this opportunity, please let us know. We would also welcome feedback about your experience, so please complete the evaluation form that will be given to you on the day of attendance.</p>