

# South Staffs Work Clubs

Wombourne • Bilbrook & Codsall • Perton • Featherstone • Essington • Great Wyrley • Huntington

## We need your help! Volunteers needed!

[www.southstaffsworkclubs.co.uk](http://www.southstaffsworkclubs.co.uk)

### Background

South Staffs Work Clubs is a local employment charity. It has 7 work clubs in South Staffordshire run by volunteers, councillors, and local housing association officers. They offer advice and signposting of support for anything from CV writing, Interview techniques, and basic ICT skills, to talks from local businesses and work placement/ apprenticeship opportunities.

### Volunteer Role

South Staffs Work Clubs are working in partnership with local libraries and Staffordshire County Council through the District Deal to recruit volunteers who can assist its members with writing CV's, interview preparation, search for job vacancies, and help with basic ICT skills. We are as open to experienced or retired people as to students wanting to gain work experience for their CV and future career prospects.

### Hours

Hours are by arrangement and flexible. Each work club runs for no longer than two hours at a time on either a weekly or fortnightly basis.

### Expenses

Travel and Parking

### Training

All necessary training will be provided for this opportunity. This may involve courses in advice and guidance, basic employability skills, and delivering those skills to others.

### Who do I report to?

All volunteers report to the library development officer and their work club leader

### How do I apply?

Contact Graham Riley at [graham.riley@staffordshire.gov.uk](mailto:graham.riley@staffordshire.gov.uk) or 01902 755794  
This position requires applicants to undertake a Criminal Record Check

