

JOB CLUBS

Venue	Day	Time
North Ormesby Community Hub (01642 243581)	Tuesday	09.30-12.00
Newport Community Hub (01642 802892)	Wednesday	12.30-15.30
Hemlington Community Hub (01642 591918)	Thursday	09.30-12.00
Thorntree Community Hub (01642 246827)	Thursday	12.30-15.00
Easterside Community Hub (01642 513150)	Friday	09.30-12.00
Grove Hill Community Hub (01642 278444)	Friday	09.30-12.30
Breckon Hill Community Centre (01642 248704)	Monday to Friday	by appointment, please call

- CV writing/Covering Letters
- Setting up Universal Jobmatch accounts, effective job search, demonstrating how to save in Activity History
- Registering with agencies and job sites including Indeed
- Filling in application forms
- Setting up email accounts, applying for jobs using email (attaching CVs, Cover letters)
- Providing up to date IAG, informing learners of up and coming job fairs etc
- Providing information on voluntary placements in the local area
- Demonstrating how to search and apply for jobs using a Smartphone if the learner has one and does not have a computer at home
- Using social media to search/apply for jobs
- Generally any IT related issues
- Providing follow up service for learners, so we encourage them to use the job clubs regularly until they move into Education/Voluntary/Employment and we regularly phone the learners to find out how they're getting on!
- "We try and work WITH the job centre by asking the learners what the work coaches have asked them to do i.e. save their daily activities in Universal Jobmatch, or spend 35 hours a week in job search activities etc. we can also tailor our sessions to what they require e.g. provide a service to apply for Universal Credits."

