

VOLUNTEER COACH

ROLE

DESCRIPTION

ABOUT US



Smart Works Newcastle are a female employment charity that dresses and coaches women for interview and job success. We use the power of high quality clothing and one to one coaching to help North East women see their true potential and succeed at interview.

We are incredibly proud that after a visit to Smart Works Newcastle, 72% of women go on to succeed at interview.

Smart Works Newcastle operates on a referral basis only wherein women are referred by their local job centre, employment schemes, mental health charities and more. Whilst we are called 'Smart Works Newcastle' we support women across the North East including Durham, Sunderland and the Tees Valley region.



ABOUT THE ROLE

As a volunteer coach you will provide guidance and support to unemployed women who are looking for work.

There are two types of appointments you will deliver at Smart Works Newcastle:

Career Coaching: Supporting women who are looking for employment but who do not yet have an interview. Typical topics covered include CV's, cover letters and self-confidence. We hope that women walk away from these sessions with tangible next steps to secure an interview. Once they do so they can return to prepare for their interview with us.

Interview Preparation: Help clients prepare for their interview by focusing on their skills, experience and self-confidence.

The majority of appointments will be delivered face to face from our centre in Newcastle. However our Coaches also support us by delivering sessions across the North East at jobs fairs and drop in sessions.

All our one to one appointments last an hour in total.

SKILLS AND EXPERIENCE

- Experience working as a senior Manager, HR professional or executive coach.
- Experience in Interviewing in a professional capacity
- Vast knowledge of recruitment, current job market and interview processes
- A strong understanding of confidentiality
- Ability to communicate and empathise with a wide range of individuals
- Confidence in empowering women
- Team player (as we are a small close-knit team)
- Ability to do virtual and face to face coaching
- Understanding of the barriers to employment women



COMMITMENT

The minimum commitment for a Volunteer Coach is one full day per month (9.30am - 4.30pm). Ideally we are looking for people who can commit two full days per month coaching on a Tuesday, Wednesday or Thursday (our service is open four days a week Tuesday to Friday).

Training and onboarding includes; shadowing client appointments, mandatory safeguarding training and a basic DBS check. There will be additional opportunities to volunteer out of the office at employment fairs, fashion sales and networking events.



HOW TO APPLY

Please submit a CV and application form (found on our website) to newcastle@smartworks.org.uk

Deadline for applications is Sunday 16th April, interviews will take place on Thursday 27th April.

If you would like to have a chat or ask any questions about the role please call Helen or Eilish on 0191 255 1906.

