

SMART  
WORKS

NEWCASTLE

# VOLUNTEER STYLIST

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

Stylists work with our clients helping them to find the perfect outfit for their interview. They listen to our clients, helping make them look and feel fabulous. Each client that comes to Smart Works will leave with a complete interview outfit, including shoes, a handbag, coat and accessories.

Once women are successful at interview they can return to Smart Works where our Stylists help them find a capsule working wardrobe.

In addition to helping our clients find that perfect outfit, all of our Stylists provide wardrobe support, helping to sort through and steam clothing donations as well as tidying and maintaining our wonderful client wardrobe.





# SKILLS AND EXPERIENCE

- Fantastic people skills and lots of energy
- The ability to communicate with women of different ages and backgrounds
- Lots of patience and empathy
- To be non-judgemental and open
- Strong understanding of confidentiality
- An eye for style and interest in clothing
- To be a team player as you will be volunteering within a small, close knit team





# COMMITMENT

The minimum commitment for a Volunteer Stylist is one full day per month (9.30am - 4.30pm). Ideally we are looking for people who can commit two full days per month. Our Styling service runs Monday 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 job 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](mailto:newcastle@smartworks.org.uk)

Deadline for applications is Sunday 16th April, interviews will take place on Friday 21st 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

