***Can you help make a difference in our community?***

As restrictions change we are looking for two volunteers in particular to help with career coaching and IT support. Take a look below for details and if you are able to volunteer on either a Tuesday, Wednesday or Thursday for a couple of hours please get in touch for an initial informal chat at hub@mascotwoking.org.uk or calling 01932 988160.

***Career Coach*** - to offer help with any of the following: CV preparation, paper and internet job applications, interview techniques, confidence boosting, navigating universal job match and general assistance with job searches. Would suit someone who has experience in this field. Assistance is offered to a wide range of people, adults mainly including job centre referrals, people from ethnic minorities, people whose first language is not English, local residents as well as borough wide visitors.

***Skills***

* Good communication skills both written and spoken
* Good computer literacy with working knowledge of Microsoft Word
* Ability to work with a range of clients with patience and empathy
* Ability to support in one-off sessions and also to work with clients over longer periods
* Experience at creating CV's and cover letters
* Confidence with using the internet to carry out job searches

***Volunteer IT support*** - to help with the regular updating of  laptops which are used for our internet cafe and to offer one-to-one support for individuals who need basic tutoring with the use of laptops, Ipads and tablets. Assistance is offered to a wide range of people, mainly adults, who are at the beginner stage or who need to improve their IT and internet skills. This can include navigating the internet safely, learning how to use Microsoft Word,  Excel, etc and creating and using an email account.

#### *Skills*

* Good communication skills both written and spoken.
* Good computer and internet literacy with working knowledge of Microsoft products.
* Ability to update laptops (training can be given)
* Ability to work with a range of clients with patience and empathy.
* Willingness to support individuals on a one-off basis or over a number of weeks to help improve their skills.

Both roles will require a DBS check, travel expenses can be covered as necessary.