



VOLUNTEER SERVICE

TRAINING & EMPLOYMENT VOLUNTEER

Service: Alone in London

Summary: The Alone in London Service (ALS) support homeless young people and those or who are at risk of becoming homeless across London and beyond. We provide signposting, advice, advocacy, training & employment support and family mediation to 16 – 25 year olds and carry out preventative work in schools.

Location: 48 Provost Street, London N1 7SU.

Some of the tasks this volunteer may be asked to do:

- Offering advice and support to young people around accessing relevant training and employment opportunities.
- Supporting young people to complete documents such as application forms, CVs, cover letters and supporting them with online applications and research.
- Coaching young people either on an individual basis or in groups in order to promote their skills development e.g. writing a CV, interview techniques, presentation skills.
- Supporting young people to appointments (e.g. college open days, interviews, job agencies and other services).
- Building and maintaining relationships with external agencies and employer (e.g. job centres, recruitment agencies, universities, colleges).

We are looking for someone who:

- Understands, and is sensitive to, the needs of vulnerable young people;
- Can work on their own initiative, as well as part of a team;
- Is organised, able to prioritise tasks and meet deadlines;
- Can communicate clearly and honestly;
- Has research and administrative experience;
- Works in an anti-discriminatory manner;
- Can work within Alone in London's key policies, including Health & Safety, Financial Regulations, Diversity & Opportunity and Code of Conduct.

Hours & Expenses

Ideally volunteers will commit to between 2 and 4 days per week (4- 6 hours per day). There is, however, flexibility and time commitment can be negotiated. EPIC Trust offers training, support & supervision. We will pay for travel expenses to and from the workplace, and a contribution towards lunch expenses, as long as tickets and receipts are provided.