



EPIC Trust
Empowering People through
Independence and Choice

VOLUNTEER SERVICE

WORK PLACEMENT PROJECT VOLUNTEER

Service: EPIC Trust Young People's Division

Summary: The Work Placement Project aims to work with young (16 to 25 years old) EPIC Trust service users to support them to increase their skills, experience and confidence by; linking them with a mentor (the Work Placement Project Volunteer), engaging them in meaningful work placements and increasing their overall job-readiness. Service users may be homeless, at-risk of homelessness or be based in supported housing.

Location: Based in Islington with travel to other London locations

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

- Researching, identifying and building links with potential work placement providers across London
- Building a supportive relationship up with a small caseload of young people
- Preparing young people for a successful work placement, and providing on-going support during the placement
- Working with young people post-placement to help update their cv's to reflect skills and experience gained on their work placement.
- Support young people to complete documents such as application forms, 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.

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;
- ☐ Can maintain professional relationships with staff from external agencies;
- ☐ Has research and administrative experience;
- ☐ Works in an anti-discriminatory manner;
- ☐ Works within EPIC policies and procedures

Hours & Expenses

We are looking for volunteers to support young people for a total of 5 months following training and satisfactory checks, so please consider a 7 to 8 month commitment in total. Ideally volunteers will commit to between 1 and 3 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.