



Job Club Officer

Based in Waltham Cross and employed by CVS for Broxbourne & East Herts.
£10.50 per hour for 12 hours per week spread over a minimum of 2 days.

Position initially fixed for one year.

Can you make a difference to the job seeking prospects of local residents? Do you have a strong customer care focus?

CVSBEH are looking for an organised and motivated individual with a good working knowledge of the barriers and challenges that individuals from a variety of backgrounds can face when seeking employment.

As the officer responsible for setting up and running our new Job Club in Waltham Cross your main responsibilities will be to:

- Promote the Job Club to Job-seeking residents and employability agencies.
- Liase with Jobcentre plus and local employers on a weekly basis so that job opportunities are made available for the day of delivery.
- Keep concise and accurate records, prepare written reports and monitor for the effectiveness of the Job club.
- Share information about the Job Club with participating agencies based at the Waltham Cross Community Skills Hub
- Plan Job Club Sessions and organise appropriate training events
- Work with the participants on Job Club days, assisting with CV's, uploading to Job Sites and completing application forms to a high standard

Interested? Then please contact sarah@cvsbeh.org.uk for a job pack or:

[Click here for an Application Form \(Word\)](#)

[Click here for the Job Description \(PDF\)](#)

[Click Here for Guidance notes \(PDF\)](#)

For an informal conversation about the post please call Sarah Forbes on 07487 245992

Closing date for applications **15th January 2019** – we envisage the post will begin in **February 2019**

Funded by Awards for All

