

Work experience that works for you

## Job Club Assistant

Our work experience placements have been developed to support residents from a range of backgrounds and with different levels of ability.

### Your role

Job Club Assistant

### What you'll be doing

You'll be supporting and giving information, advice, and guidance to adults in a job club environment.

Your duties will include:

- helping in the job club, supporting learner groups and giving one-to-one help
- supporting individual learners as directed by the Key Worker
- helping to prepare activities, and keep job boards up to date
- supporting learners to develop their employability skills, knowledge of how to search for jobs, market themselves, complete job applications, and become more job-ready with an up-to-date CV, cover, and speculative letter
- helping learners to register on numerous job websites
- giving IT help
- helping learners to develop interview techniques

### Experience and skills you'll get

At the end of the placement you'll have:

- experience of supporting a diverse range of adult learners
- experience of working for a local authority in a team and an assisted one-to-one environment
- improved confidence, skills, work ethic, and work structure
- experience of using work-based ICT packages

### What are the working days?

Part-time, Monday to Friday

### How long will the placement last?

8 weeks

### Is a DBS check needed?

Yes

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### Other responsibilities

Everyone who does a work placement with us will need to:

- embrace the values of Middlesbrough Council
- demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to their role and adhere to the council's work experience policy in carrying out their placement
- respect all confidentiality and principles and practice of the Data Protection Act
- comply with Health and Safety policies and legislation

### How to apply

You can apply online by completing the [online application form](#).

If you're having trouble with the online application form, you can email us at [50futures@maes.ac.uk](mailto:50futures@maes.ac.uk) or call us on 01642 811400.

If you have a disability, we'll make every reasonable effort to supply you with the necessary aids, equipment, or adaptations to help them you carry out the role.