NS Logo

**voluntary action position request**

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| **Nº** |  | **LABOUR COUNSELLOR**  **LABOUR GUIDANCE.**  **Support for CV writing, translation,updating** |

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| **Minimum age** | **18** | **Maximum age** | **-** |  | **Men** | **Yes** | **Women** | **Yes** |

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| **Description of volunteer profile** |
| The volunteer will provide one-on-one (or group) support to job seekers for CV writing, CV translation into local language, CV adaptation to employer’s requirements, or creating an online profile and uploading a CV on online job seeking platforms (e.g. LinkedIn). In addition, he/she will record participant’s CVs in Word and PDF format to ensure that they are available for potential future amendments and updating.  If necessary, the volunteer will develop and facilitate group trainings on CV writing in Word and how to create an online professional profile and upload a CV on online job seeking platforms. He/she will prepare the administrative information related to these trainings and workshops (e.g. participants list, attendance list, participants’ and facilitator’s evaluation form, etc.) and will follow-up that it is completed by participants and facilitator. Volunteer will regularly review the training’s content to ensure that the information provided is current and appropriate to participants. | |
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| **Competence profile** |
| * Advanced skills to analyze and organize information regarding and individual’s work experience and education (including his/her hidden curriculum) in a synthesized, adapted and easily understandable way for employers. * Advanced writing skills * Commitment to updating and maintaining own knowledge about trends on job-seeking tools (e.g. CV, portfolio, motivation letter, etc.) * Sensitivity to the active and respectful inclusion of participants in all aspects of their pathway to employment * Fluent in Ukrainian and Polish language | |
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| **Personal characteristics** |
| * Communication skills: active listening, assertiveness, ability to clearly express/explain any kind of information both individually or in a small group * Advanced interpersonal skills. * Other skills: empathy, negotiation, conflict solving, self-organization, teamwork, patience. * Emotional stability to cope adverse situations * Sensitivity: social, intercultural. * Willing to assume commitments and responsibilities. | |
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| **Previous training** |
| 4 hours of practical training:   * 2 hours of introduction to the Employment project, its objectives and description of activities * 2 hours on the specifics for running the activity | |
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| **Relevant experience** |
| * Experience working with vulnerable groups. * Strong knowledge of development and preparation of job-seeking tools (e.g. CV, portfolio, motivation letter, creating and managing LinkedIN profile, etc.) * Awareness of online local resources, services and online job platforms and knowledge on job application processes of each resource. | |

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| **Type**  **Member /volunteer** | **Competence** | **Grade (0-5)** |
| Volunteer | Planning and organizational skills | **3** |
| Volunteer | Team working ability | **3** |
| Volunteer | Communication skills | **4** |
| Volunteer | Emotional management - self-control | **5** |
| Volunteer | Initiative - self-management | **4** |
| Volunteer | Vulnerability awareness | **5** |
| Volunteer | Smart phone skills | **4** |
| Volunteer | Computer skills | **4** |