

Charter

Opportunities and Obligations



Careers Springboard West Berkshire is a self-help club for professionals, executives and managers, typically aged 45-plus, in the West Berkshire area who are seeking a new job. It aims to provide a caring environment to restore your self-confidence and support you during your search for new employment.

What Careers Springboard West Berkshire can do for you!

Careers Springboard West Berkshire will provide free information, advice and support to you to help you rebuild your career and restore your self-confidence. To this end we offer you the following opportunities:

- The opportunity to meet other members and share experiences in job seeking
- The opportunity to attend regular weekly meetings that will improve your understanding of the skills for seeking jobs and give you practical guidance
- The opportunity to hear speakers who are familiar with current job search techniques such as planning your self-marketing campaign, preparing CVs, responding to adverts, networking, preparing and attending interviews etc.
- The opportunity to participate in group discussions and share ideas and experiences
- The opportunity to receive advice from our volunteers on a 1-to-1 basis on any particular job search topic and how to cope with the problems associated with being out of work
- The opportunity to access, as determined by us, specific information and services, including technique guidance sheets, access to a career planning tool and a jobs database.

What can you do for Careers Springboard West Berkshire!

Careers Springboard West Berkshire draws on the time and talents of many individuals who generously donate their services for you. To derive maximum benefit you agree to:

- Attend our weekly meetings as regularly as you can and be prepared to contribute actively
- Bring your experiences of job seeking and share them informally with other members
- Assist other members by using your skills and contacts to help them
- Keep Careers Springboard West Berkshire informed of your progress towards a new career
- When you are re-employed, to recognise Careers Springboard West Berkshire's contribution to your success and if possible volunteer to help us in whatever way you can, such as speaking at, hosting or chairing a meeting or by helping us to run the organisation.

www.careerswestberks.org.uk

Important Any advice, information or assistance is given or offered by Careers Springboard West Berkshire free of charge and in good faith. No liability whatsoever will accrue to Careers Springboard West Berkshire or any person acting on its behalf for any loss or damage suffered or alleged to have been suffered by any person as a result of such advice, information or assistance. 08-06

