

## Careers Springboard West Berkshire



Careers Springboard West Berkshire is a self-help group supporting out-of-work professionals, executives and managers in the West Berkshire area who are seeking a new job. Since 2007 it has been a volunteer-led organisation supported by the Foundation for Jobseekers Ltd, Berkshire Community Fund, Newbury Town Council, The Greenham Common Trust, and West Berkshire Council. and LSC Community Learning Fund



### THE SUPPORT GROUP

#### HELPING JOB-SEEKING

#### MANAGERS & PROFESSIONALS

#### IN WEST BERKSHIRE

Our volunteers have extensive experience of helping people get back to work. Several have themselves have been made redundant and 'reinvented' their careers.

#### What job seekers have said about us

"You realise that you were not unemployed because you were incapable; just in the wrong place at the wrong time"

"The atmosphere and support was just what I needed to re-focus my job search activities"

"It enabled me to meet other people in a similar position and the opportunity to discuss various topics"

"I gained effective advice on CVs, application and interview techniques and the chance to meet others in the same boat, and to share experiences."

"I found that comradeship was the most valuable thing. Sessions were always good and it was important not to vegetate on your own at home but to get out and mix with others in a similar position."

"I liked the 'menu' of services allowing the individual to tailor to own needs, without pressure to attend every week. The group discussions and networking opportunities are especially useful. A fine service and many thanks to the volunteers"

Made redundant? Thinking of changing career? We offer **free** workshops and advice on improving your job-seeking skills, especially those who are currently out of work. This is **in addition** to any other Job Search services you are using.

#### Learn to:

- Assess your options
- Make your CV have impact
- Find 'hidden' jobs
- Network more effectively
- Market your capabilities
- Hone your telephone technique
- Be successful at interviews
- and much, much, more ...

For further information visit our website  
[www.careerswestberks.org.uk](http://www.careerswestberks.org.uk)

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Further details inside and at our website  
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# Careers Springboard West Berkshire: Helping You Get Back Into Work

## How we can help you

Careers Springboard West Berkshire offers the following benefits free of charge to job seekers:

- A programme of regular meetings, including members' networking and presentations / workshops delivered by volunteer speakers, each an expert on their topic
- Access to a net work of other Job Clubs in the Thames Valley, and attendance at networking events
- Specialist advice to help you improve your CV
- Individual guidance sessions with volunteers on a wide range of job-seeking topics
- Handouts of workshop material
- Guidance sheets on job search techniques
- Fact sheets on specific services available to members
- Regular emails (usually weekly) about meetings, job opportunities and other news

Looking for a job can be a lonely business. Joining our self-help support group can help reduce the loneliness and help you gain confidence in marketing your capabilities to a prospective employer.

**The above list of benefits is subject to continual review and change. For further information about Careers Springboard West Berkshire, and details of our current Meetings Programme, please visit our website:**

[www.careerswestberks.org.uk](http://www.careerswestberks.org.uk)

## Our weekly meetings

Our regular meetings take place on Tuesday afternoons from 1pm to 4pm at the Town Hall, Market Place, Newbury. Please use the entrance in Mansion House Street. A typical meeting comprises:

- Group round-robin
- Workshop on a job-seeking topic (see below)
- Discussion groups – sharing experiences
- Networking with other members
- Individual guidance (on request)

Refreshments are available from 12.45 p.m. The formal session usually ends at around 3pm. A typical 3-month programme covers the following topics

- Preparation - coping with redundancy, preparing your CV, "tell me about yourself"
- Marketing yourself - responding to adverts, how to work with recruiters (e.g. agencies), what employer's look for, the hidden job market, networking, making direct approaches
- Taking action – the interview, telephone technique.

In addition to the weekly meeting, you can book an in-depth individual guidance session, which usually takes place on a Thursday. Also our volunteers are available by phone and email for consultation outside the regular meetings.

**Remember - you are not alone**

**If you need help and support**

**Why not join our group?**

**It's free to join**

**Tel: 01635 253447**

**Email: [enquiries@careerswestberks.org.uk](mailto:enquiries@careerswestberks.org.uk)**