

### Top ten CV tips!

Volunteering is an awesome way to boost your CV. By only doing a few hours of volunteering a week, you can help lift your CV to a highly employable level. Employers focus heavily on experience and skills when considering a candidate, so it's important to gain and show off all the skills you've learned. Sign up to the National Careers service to create a CV:

<https://nationalcareersservice.direct.gov.uk/>

#### 1. Get the basics right

Personal and contact information; education and qualifications; work history and/or experience; relevant skills; own interests, achievements or hobbies, and some references.

#### 2. Presentation is key

A successful CV is always carefully and clearly presented, and printed on clean white paper.

#### 3. Stick to no more than two pages of A4

A good CV is clear, concise and makes every point necessary without waffling.

#### 4. Understand the job description

The clues are in the job application. Take notes and create bullet points, highlighting everything you can do.

#### 5. Tailor the CV to the role

Create a unique CV for every job you apply for—just adapt the details so they're relevant.

#### 6. Make the most of skills

Don't forget to mention key skills that can help you stand out from the crowd. These could include: communication skills; computer skills; team working; problem solving or even foreign language skills.

#### 7. Make the most of interests

Describe any examples of positions of responsibility, working in a team or anything that demonstrates you can use your own initiative.

#### 8. Make the most of experience

Use assertive and positive language, such as 'developed', 'organised' or 'achieved'. Try to relate the skills you've learnt to the job role you're applying for.

#### 9. Include references

References should be from someone who has employed you in the past and can vouch for your skills and experience. If you've never worked before, you're ok to use a teacher or tutor as a referee. If you've run out of room, simply add: 'References available on request'.

#### 10. Keep your CV updated

It's crucial to review your CV and add any new skills or experience that are missing. Potential employers are always impressed with candidates who go the extra mile to boost their own skills, such as through volunteering.

<http://www.theguardian.com/culture-professionals-network/culture-professionals-blog/2012/mar/15/cv-tips-first-arts-job>

### Advice from real life Twitter users!

If you're asked "what's your biggest weakness?" in an interview, don't say you don't have any! Instead: 1. Pick a weakness you've been working on 2. Tell them how it was a challenge in the past 3. Explain what you've done to work on it 4. Explain the progress you're making 5. Give an example of how you've been acknowledged for your change

In a CV give clear examples of your skills. If you're organised, explain what you've done to demonstrate this '(e.g. planning and running a group session for customers).

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# The Volunteer Times

### Welcome!

Welcome to the 1<sup>st</sup> edition of our Volunteer Newsletter, written by volunteers for volunteers. The purpose of the newsletter is to give updates on volunteering across the organisation, swap ideas and help volunteers to develop their skills and experience while they are with us. I'd like to say a big thank you to all of our volunteers who give up their free time to help our teams and customers. You are helping Foundation to become the best it can be and we appreciate the wealth of experience, skills and energy you bring to us.

Laura Strickland (Head of HR – Training)

- Volunteer Bureau now running!
- Volunteering opportunities across the organisation!
- CV and Interview tips!
- Customer Poster Competition Results!

### Volunteer Bureau Update

Two students from Leeds University helped set up our Volunteer Bureau earlier this year and supported the Huddersfield team with their volunteer recruitment. We will have more students in January 2017, but in the meantime we are looking for volunteers to help develop this important aspect of volunteering. The role includes writing role profiles, advertising roles and liaising with teams to set up volunteer placements. Please contact: [laura.strickland@foundationuk.org](mailto:laura.strickland@foundationuk.org)

Fancy volunteering on reception at Tennant Hall and talking to all kinds of visitors and customers passing through? Work directly with customers and create Job Clubs or Breakfast Clubs? Know anybody wanting to gain specific skills in admin; editing; finance or IT? Direct them to the Volunteer Bureau! If you're an existing volunteer and you want a change, try suggesting a new role to your team.



### Learning and Management System (LMS)

Did you know that we have a learning management system that you can access to complete e learning courses in Diversity, Data Protection, Forced Marriage and Health and Safety? You will receive a certificate for each course and can add information on all of your learning and development activity while you're volunteering. Please contact Sara Wigley in HR at [sara.wigley@foundationuk.org](mailto:sara.wigley@foundationuk.org) to set up an account.

### Positive Feedback from Leeds Uni!

"The School of Sociology and Social Policy is proud to work with Foundation as part of its Sociology in Action programme. Our students gain important skills and first hand experiences whilst making a valuable contribution to the local community."

- Suzanne Hallam, University of Leeds

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### Why volunteer?

Volunteering is a really valuable experience for anyone and employers appreciate any time given. It can help you to:

- Develop personal and professional skills
- Gain experience of a working environment
- Enhance your CV
- Do something valuable in spare time
- Build on previous experience
- Improve employment prospects
- Give back to the community
- Meet new people



This newsletter was compiled and edited by CST volunteer Rachel

**Breakfast Club**

Walk into the Leeds CST office on Wednesday mornings, and you'll be greeted with the tempting scent of bacon and fried eggs! The Breakfast Club has been running for just under a year, and consists of a small group of volunteers providing freshly cooked breakfast sandwiches for customers and staff alike. It's a social event, with many customers regularly coming to the group as an opportunity to see other people, find out about news and activities - and of course, get a free breakfast! The food is also on offer to Leeds staff at a reasonable price, and the money earned goes towards events and trips for the customers who attend the Breakfast Club. A recent trip was to Scarborough, where the club visited the Sealife Centre and got Fish and Chips by the sea. In September 2016, the club went to Roundhay Park in Leeds for a walk and picnic .

**The Breakfast Club Volunteers say**

*"It's a safe place to have a chat, and there's a computer available too for customers to use and find out about information and events."*

*"It's a real social event and it gives the customers a good reason to get up and go out."*

*"like coming because I see lots of different people, and find out about all the stuff we can go and do."*



**Customer Poster Competition**

Well done to David from the Wakefield team who won 1st prize; Durham customers who won 2nd prize and Graeme from Wakefield who won 3rd prize.

Love2Shop vouchers have been sent to all the winners.

**Personality Test**

Want to know more about how you relate to others? Discover your workplace attitude? Find out your likely approach to finding a partner, and who your best fit might be?

The *Myers-Briggs Personality Test* is one of the most popular personality tests used by people across the world. It originates from a theory by early 20th century psychologist Carl Jung and was developed further by mother and daughter duo Katherine Briggs and Isabelle Briggs-Myers to create the modern MBTI. After a short questionnaire, you will be rated on different personality aspects and given a profile to find out how you think and function. Try it yourself at the link below.

**Ashley**

*"The Adventurer"*

"I can't believe how accurate this was... Word for word. I never felt so understood. I thought I was the only one of my kind."

[www.16personalities.com](http://www.16personalities.com)

**Augustine**

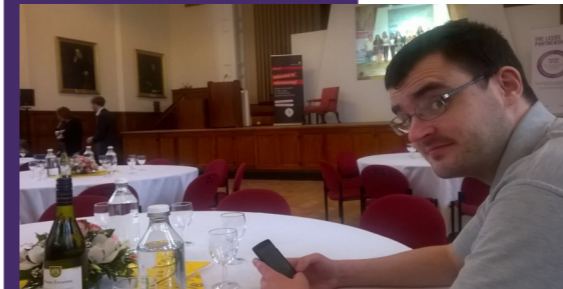
*"The Architect"*

"It is undeniably eerie how the description and traits nailed me so thoroughly. Wish I had known about my personality type 20 years ago, that would have saved me much grief."

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**CST Chris' Volunteering Experience**



My name is Christopher and I volunteer with Foundation. I attended some of the events in April 2016 held by Leeds Trinity University, with Janine Throupe, which were seminars about making the most of social media, and Janine and I were soon listing ideas about how an organisation like Foundation could harness that.

Later on in the day, I also attended a ceremony for student volunteers in the Great Hall at Leeds University, where people received awards in various categories for the work they do. The day was great, and I think yielded some great opportunities for Foundation to capitalise on. I've been at Foundation now for nearly 8 months. My responsibilities have

been expanded to IT Support where I correct corrupted hard drives. I have also recently spoken to some of our new students about my time volunteering at Foundation whilst they were undergoing their student inductions at Tennant Hall. I am really enjoying my volunteering experience and hope to continue with this for the time being.

**Kirklee's Rubina's Volunteering Experience**

My name is Rubina I have been out of work for nearly 11 years and to get back into work environment I started volunteering at Foundation in March 2015. I have been coming once a week and over the months have gained a lot of experience in the area I would like to work in. With the experience I have regained my confidence in using computers and working in an office environment. A few of the roles I have done over time are reception duties, creating posters for events and delivering

Fit Kit sessions. I have had the privilege to attend courses to further my knowledge with all expenses paid. I have recently completed excel for beginners and will be attending the intermediate level in the near future. I would like to recommend volunteering for Foundation, you are working with a friendly group who would help you and train you in the areas you need. To build your confidence, gain professional skills and meet new people for the further jobs you apply for.

*"I have learnt new skills and carried out tasks I have not done previously so I found this interesting."*

*"Foundation is a rewarding organisation to work for."*

*"It's a great way to improve your CV and do something useful with your spare time."*

- Rhiannon Orton, Volunteer with Foundation 2016



**What do you want to see in the next Newsletter (March '17)?**

Volunteer stories and events, tips, quizzes, competitions, exchanging good practice across teams, customer volunteer updates, recipes, personal achievements, volunteer opportunities and placements, organisational information and advice? We need your help!

Please ask your volunteers and colleagues to send updates and photos to [Rachel.Throupe@Foundationuk.org](mailto:Rachel.Throupe@Foundationuk.org)

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