

Smart Works Greater Manchester
are seeking

**COMMUNITY
ENGAGEMENT
CHAMPIONS**

to join our volunteer team



About Smart Works

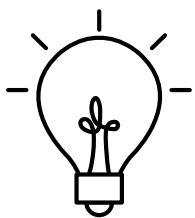
Smart Works are a UK charity that exists to empower all women, and those who identify as female, who need help getting into work. We use the power of high-quality clothing and bespoke coaching to help women realise their true potential, move into employment, and ultimately transform the trajectory of their life. Smart Works currently have 11 Centres across England and Scotland.

At Smart Works Greater Manchester, we support women all across Greater Manchester at our Centres in Stockport and Manchester City Centre, as well as through our virtual services.

We believe in fashion as a force for good. We know that when a woman looks and feels great about who she is, she can change her life.

Our service is deceptively simple, and is powered entirely by volunteers.

WHAT ARE SMART WORKS' SERVICES?



1. Career Coaching

One-to-one coaching to help with the next steps to securing an interview.



2. Interview Preparation

Personalised styling session with a high-quality outfit and interview coaching



3. Second Dressing

Women are welcomed back to receive a capsule wardrobe to last until their first pay

69%

of clients across our 11 Centres secure a job within one month of their appointment



About the role:

What is a Community Engagement Champion?

Every client supported by Smart Works Greater Manchester has been referred to our service. This referral could be made by their Work Coach at the Jobcentre, an advisor from an employment programme, their Housing Association, a local community group, and more. We call these organisations our 'referral partners'.

Engaging with referral partners and directly with the community is essential to enable us to reach and support as many women as possible. As a Community Engagement Champion, you will support in spreading the word about Smart Works' free employment services by attending community events such as job fairs, and networking with new and existing referral partner organisations.

This role will report to Cara, our Engagement and Referral Outreach Lead.

Due to the nature of this role, you will be required to travel and will not be based in one of our Smart Works Greater Manchester Centres, however you will be a valued member of our volunteer community and have the opportunity to attend Smart Works Greater Manchester events with our other volunteers.



Main duties

- Represent Smart Works Greater Manchester at various employment events and other outreach-related duties based across Greater Manchester and the wider North-West region.
- Speak with the community about the free employment support services that Smart Works Greater Manchester provides
- Form new, and develop existing relationships with referral partners to establish strong working connections and ensure they and their colleagues are aware of how Smart Works can support their clients into employment
- Liaise with Cara, Engagement and Referral Outreach Lead, following an event

Extra information

- The demand for events is ad-hoc. We would ask for a commitment of 2 events per month however sometimes support may be required more frequently.
- Aged 18+
- Travel is necessary in this role as we are invited to events across Greater Manchester. All reasonable travel expenses will be paid.

Skills and experience

- A friendly individual who is confident in socialising and networking
- An adaptable and reliable individual
- An understanding of dealing with confidential data and sensitive situations
- Empathetic and non-judgemental



Training and inductions

- Initial introductory call with Claire (Service Delivery Lead)
- Shadowing outreach events
- Upon completion of the onboarding process, please note we would complete a mandatory DBS check (paid for by Smart Works Greater Manchester).
- Ongoing communication with Cara and the rest of the team

As a Community Engagement Champion you will be a be a valued and integral member of our extensive Smart Works Greater Manchester volunteer community of over 50 volunteers.

You will have the opportunity to attend Smart Works Greater Manchester's fashion events, volunteer socials, and be a part of the wider Smart Works volunteer network partaking in various workshops and training.

How to apply

To apply:

Please submit a CV and a completed application form (found [here](#)) to: greatermanchester@smartworks.org.uk

For an informal conversation about the role:

Please contact: greatermanchester@smartworks.org.uk

We look forward to hearing from you!

