

How to apply

- If you are an H&F resident, interested in the scheme and want to apply, you can obtain an application form by emailing volunteering@lbhf.gov.uk, calling 020 8753 5581 or looking on www.lbhf.gov.uk
- CVs will only be accepted along with a completed application form
- Completed application forms should be sent to:
Economic Development Team
3rd Floor, Town Hall Extension
Hammersmith Town Hall
London W6 9JU
Or they can be emailed to:
volunteering@lbhf.gov.uk

What happens next?

- An induction event will be held to determine your suitability and to discover the work areas you are interested in.
- You may need to attend an interview before starting your placement.

If you would like any part of this document interpreted into your own language, or produced in large print or braille, please telephone 020 8753 5581.



**DO YOU
NEED REAL
WORK
EXPERIENCE?**

H&F residents can apply to do unpaid work with the council for a limited time in order to:

**Develop your skills
Build confidence
Get a job**

The volunteer work placement scheme is a key strand of the council's commitment to maximising work experience opportunities for residents and addressing barriers to employment.

The London Borough of Hammersmith & Fulham volunteer work placement scheme actively seeks to open up opportunities to residents who are disabled, long term unemployed or returning to work after childcare to develop their skills and work experience. We are happy to discuss whether we can meet your particular needs.



Benefits of the scheme

- It increases your chance of finding paid work.
- It increases your self-confidence and self-esteem.
- It provides an insight to modern working, practices and ethics.
- It develops your work based skills to enable you to become more marketable in the workplace, meet your employment and personal goals and provides a reference to share with perspective employees.

Volunteers:

- are H&F residents aged 16 and over
- offer their free time, experience and knowledge to help a service for no financial reward within one of the council's departments
- receive practical work experience, training and support towards meeting short-term and long term employment goals
- work for no more than 16 hours a week over a maximum 13 week period - the days and hours worked will be agreed with the manager
- are recognised and certificates are given to those who have given 50, 100 or 200 hours of their valuable time.

Success stories

"Having a foot in the door with H&F Council was a precursor to my job and to the direction I am heading in the near future.

I was made to feel welcome as a member of the team where my contribution was valued."

Roddy Albesa

"I was finding it difficult to find employment due to lack of positions available.

I helped on the H&F People awards and organise the awards ceremony which was a great success and great fun!

Towards the end of the volunteer scheme I was told about an internal paid work experience scheme. It was an easy process to apply and all the staff involved were very helpful and committed in securing a placement for me."

Fabia Hayes

"I had just graduated from university and had been looking for graduate placements. After a couple of months, it became apparent that I was lacking some valuable work experience to coincide with my knowledge. Therefore, I applied for the Volunteer scheme.

Volunteering can provide valuable confidence building and work life experience. Starting work was an easy transition thanks to the volunteer work placement scheme."

Mehdi Bakkali