

**Volunteering for employability**

**What is employability?**

A person’s capability for gaining and maintaining employment. For individuals, employability depends on the knowledge, skills and abilities they possess, in addition to the way they present these skills to employers.

**A REED employment survey suggests that 75% of employers would employ candidates with volunteering experience over those without.**

In order to improve your job prospects, YOU need to decide want you want to gain from volunteering. Be honest with the organisation you are volunteering for and let them help you reach your goals.

**How volunteering can help employability and help you:**

|  |
| --- |
| * Build confidence
 |
| * Enhance your CV
 |
| * Further training and possible qualifications
 |
| * Gain experience
 |
| * Get into a routine
 |
| * Identify transferable skills
 |
| * Improve health
 |
| * Learn new skills
 |
| * Networking
 |
| * Progression if paid post comes up
 |
| * Re-enter the job market
 |
| * References
 |
| * Shows commitment

If you are using volunteering to help you towards employment, you need to choose a volunteer role that will do just that or at least provides a step towards that. |

**What is a transferable skill?**

A skill that has been learned or developed in one situation which can be transferred to another situation or from one job to another.

Employers look for general skills, i.e. ‘transferable skills’ that you carry around with you, that make you more ‘employable’.

Examples of common skills (transferable skills) required by employers:

* Communication
* Flexibility
* Good time management
* Listening
* Reliability
* Working as part of a team

Examples:

Raising a family – looking after young children would have involved helping them learn through play, organising their time and helping them to grow as individuals. These skills could transfer to play assistant or classroom assistant.

Helping to run the under 8’s football team – This could be sending out emails, organising matches, fundraising, collecting subs etc. These skills could transfer to administration role of event assistant.

Use the form below to help you identify and show how volunteering can help get you one step closer to employment.

**How to show volunteering has helped you towards employability**

|  |  |
| --- | --- |
| **Define your goal(s)** |  |
| **Choose volunteer role(s)** |  |
| **Identify skills gained whilst volunteering** |  |
| **Evidence how you developed and used these skills** |  |
| **Match skills to job requirements** |  |