

Hft Job Club Offer



As part of Hft's commitment to Project SEARCH programmes, we run a Job Club for graduates who have successfully completed a Project SEARCH programme and continue to look for paid employment. Job Club is run by an Hft Follow On Employability Coach.

Hft will run Job Club from the date your Project SEARCH programme ends, until the beginning of the May the following year.

Job Club will run once per week. Job Club might be virtual and online, it might be face to face, or a combination of the two. Job Club will sometimes be part of a small group, and sometimes 1:1.

At Job Club you can get support with:

- updating CVs, job search accounts, references, letters of recommendation etc.
- job searching using a variety of methods
- support to understand job descriptions and person specifications to find the right job opportunities for you
- 1:1 support (virtual or face to face) to complete application forms and covering letters
- 1:1 support to prepare for and to attend job interviews (including support to prepare things to take with you, requesting reasonable adjustments at interview, planning travel to interview)
- contacting companies about job opportunities for you
- developing contacts with different employers to help you have more opportunities
- following up job adverts in local area (e.g. signs in shop/office windows)
- following up communication with local businesses
- submitting CVs and covering letters
- completing a job search record including targets

The Hft Follow On Employability Coach will support you to find relevant job vacancies every week, and will share these in Job Club sessions or in between sessions via email/phone.



As on Project SEARCH, Job Club is about helping graduates to find paid employment. It is really important that graduates who are taking part continue to show that they are committed to finding paid employment.

To take part in Job Club, you will need to agree to:

- have regular attendance (always contacting Hft with as much notice as possible if attendance is not possible)
- search for job opportunities in your own time outside of Job Club
- complete targets set each week at Job Club
- are willing to regularly apply for relevant job opportunities which are a good match for your skills and interests
- keen in contact with the Hft Follow On Employability Coach outside of Job Club with information about relevant jobs, with updates on applications
- regularly check email inbox in-between Job Club for updates on applications and to reply to emails from the Hft Follow On Employability Coach



Job Club will run once per week both in term time and in school holidays, and will be either a half day for a group led job club, or 1 hour for an individual job club, or a combination of this. Times and formats will be agreed with the Hft Follow On Employability Coach and all Job Club participants. These may vary at times due to demand and support needs with employment/interviews etc.

Job Club participants can contact Employability Coaches outside of agreed Job Club times for additional support, which will be provided when possible.

www.hft.org.uk/supported-employment