

How to set up a work club

for residents and community groups in Southampton

Southampton City Council Regeneration Team



This guide has been produced to help residents and small community groups set up 'Self Help' Work Clubs or 'Worker Run' Work Clubs. You will be able to find out what is involved, ideas and who can help.

What is a Work Club?

An opportunity to get free help with CVs, job search, completing application forms, interview practice and other help to find a job in a friendly community environment.

Three good reasons to set up a Work Club

- Being out of work is very demoralising. Setting up a Work Club to increase people's chances of finding work, provide a regular time for job search and to get people out of the house is a good thing to do.
- Good for the C.V. – demonstrates that you are proactive, a good organiser, good with people and so on.
- May improve your own employment situation.

Useful Resources

Sample recording sheet

Sample publicity

How to set up a Work Club

Type of Work Club

To start, a quick question to decide what type of Work Club you are hoping to set up.

Are you looking for work yourself? If the answer is 'yes' you will probably be looking to set up a 'Self Help' Work Club. If the answer is 'no' you will probably be looking to set up a 'Worker Run' Work Club.

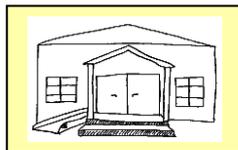
How to set up a Self Help Work Club



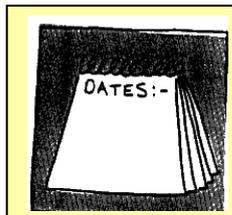
- 1) Decide **who** you want to come along to your Work Club – friends only, people from your local area, people who share something in common, e.g. all made redundant from the same firm, all from a certain community group, one gender only, certain age only, people with disabilities only etc

Points to consider

- *Will it be invitation only or can anyone who fits the Work Club come along?*
- *Must they be unemployed, or could they just be looking to change jobs?*



- 2) Decide **where** it will take place – Possibilities could include somebody's house, community centre, church, library, coffee shop, leisure centre/ sports club etc.



- 3) Decide **when** it will take place – the times and dates. Work Clubs are often run weekly or fortnightly but it is totally up to you. They usually run for two or three hours.

Points to consider

- *Will the Work Club run regularly, e.g. weekly, or will it be periodic – occasional one off sessions that you will promote*

Useful Links

Jobcentre Plus information on Work Clubs -

<http://www.dwp.gov.uk/adviser/updates/work-clubs/>

DirectGov information on what a Work Club is -

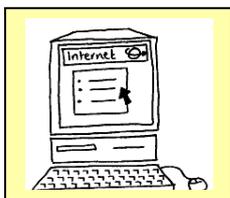
http://www.direct.gov.uk/en/employment/jobseekers/programmesandservices/dg_198818

National Work Clubs network -

<http://www.nationalworkclubs.net/>

GB Job Clubs -

www.gbjobclubs.org/



4) Decide **what** you will need – equipment you are likely to need includes computers, Internet access, printer, paper, pens, leaflets on useful services, memory sticks, telephone, crockery and cutlery for refreshments, refreshments



5) **How** you will run it

a. Will it be **informal** (i.e. a 'drop in' where people turn up and do their own job search) **or formal** (a formal meeting with an agenda where you get speakers in)

b. **Distribution of tasks** – decide who (you or somebody else, or you and somebody else) will do the tasks needed to run the group. Tasks could include:

- i. Keeping a distribution list up to date and sending e-mail reminders about meetings and an agenda (if applicable) to interested people.
- ii. Putting a programme together/ arranging meetings – e.g. special sessions, getting speakers in etc (if applicable)
- iii. Different roles at work club sessions – Welcomer, Chair (if applicable)
- iv. Record keeping – record who comes each week, what they do, successes etc. See sample records sheet.
- v. Organising refreshments – buying them in advance
- vi. Checking equipment is working okay

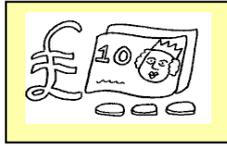


c. **Promotion** – you will also need to put a lot of effort into promoting the Work Club. Decide who you want to come along and promote accordingly – this could be through word of mouth, fliers, letting other organisations know what you are doing – see sample publicity below.



d. **Rules of the Group** – ground rules could include grumbling restricted to 30 seconds per person, confidentiality, honesty and possibly a time commitment.





e. How will you **cover the costs**? – Set up costs could include IT equipment. Running costs could include room hire, Internet access, stationery and refreshments. Funding options for this could be self fund, link with a community group who will fund, apply for funding (see under 'Help Available' below). Costs could be reduced by finding a venue that already has most of the IT and other equipment in place.

Top Tips...

- *It may take a few weeks for the Work Club to get known and get off the ground, so patience and persistence is important*
- *Make it clear from the start that you cannot guarantee a job*
- *If you feel group members are providing others with poor advice do not be afraid to tactfully challenge this*
- *Think carefully about the mix of people at the club. People tend to self select out if they think they don't fit in or have less confidence*
- *Limit the size of the group to stop it becoming unwieldy*
- *Set ground rules to check it is not just a place to have a moan!*

How to set up a Worker Run Work Club

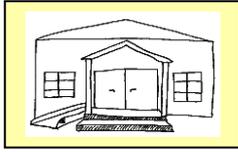
(the worker may be a paid worker or a volunteer)



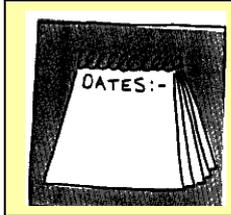
1) Decide **who** you want to come along to your Work Club – people from the local area, people who share a something in common, e.g. all from a certain community group, one gender only, certain age only, people with disabilities only etc

Points to consider

- *Will it be referral only or can anyone who fits the Work Club come along?*
- *Must they be unemployed, or could they just be looking to change jobs?*



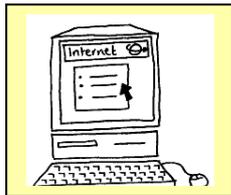
2) Decide **where** it will take place – do you have a venue? If not, possibilities could include a community centre, church, library, coffee shop, leisure centre/ sports club, local employer's premises, school premises etc.



3) Decide **when** it will take place – the times and dates. Work Clubs are often run weekly or fortnightly but this is totally flexible. They usually run for two or three hours.

Points to consider

- *Will the Work Club run regularly, e.g. weekly, or will it be periodic – occasional one off sessions that you will promote*



4) Decide **what** you will need – equipment you are likely to need includes computers, Internet access, printer, paper, pens, leaflets on useful services, memory sticks, telephone, crockery and cutlery for refreshments, refreshments

5) **How** you will run it



a. **Who will the worker be?** – If a paid worker, do you have the funding in place? (see funding information below). Does your worker/ volunteer have the necessary skills to run a Work Club? At least one worker needs to feel reasonably confident providing up to date advice on CVs and job application forms. If your worker does not feel confident doing this, a training course could be a good option (see below). Other skills the worker must have are good organisational skills and people skills. It is often a good idea to have two workers to make sure everyone is seen and for reasons of safety.

b. **Distribution of tasks** – the worker or somebody else will need to do the necessary tasks to run the group. These could include:



- i. Keeping a distribution list up to date and sending e-mail reminders about meetings and an agenda (if applicable) to interested people
- ii. Putting a programme together/ arranging meetings – e.g. special sessions, getting speakers in (if applicable)
- iii. Different roles at work club sessions – Welcomer, Chair etc (if applicable)
- iv. Letting the Jobcentre know that people have attended (if the person asks you to do this)
- v. Record keeping – record who comes each week, what they do, successes etc – see sample records sheet
- vi. Having a signposting list to sign post people on for more help – get on the Work Club distribution list for useful information (see below)
- vii. Organising refreshments – buying them in advance
- viii. Checking equipment is working okay



c. **Promotion** – you will also need to put a lot of effort into promoting the Work Club. Decide who you want to come along and promote accordingly – this could be through word of mouth, fliers, letting other organisations know what you are doing. See sample publicity.



d. **Rules of the Group** – ground rules could include grumbling restricted to 30 seconds per person, confidentiality, honesty and possibly a time commitment. Make sure you abide by data protection and copyright laws.



e. How will you **cover the costs**? – set up costs could include IT equipment. Running costs will include salary (if paid worker) or volunteer associated costs (reimbursements for travel etc, CRB checks, supervision). It could also include room hire, Internet access, stationery and refreshments. Funding options for this could be your organisation funds, link with a community organisation who will fund,

apply for funding (see under 'Help Available' below). Costs can be reduced by using a venue that already has most of the IT and other equipment in place.

Top Tips...

- *It may take a few weeks to get known and get off the ground, so patience and persistence is important*
- *Make it clear from the start that you cannot guarantee a job*
- *Think carefully about the mix of people at the club. People tend to self select out if they think they don't fit in or have less confidence*
- *Limit the size of the group to stop it becoming unwieldy*

Help Available

Join the Southampton Work Club distribution list – e-mail carol.ryde@southampton.gov.uk or ring 023 8083 4414. We send out information on how to get jobs lists sent to you, information on current initiatives/ events, such as job's fairs, and other information you can use at your Work Club.

Funding Sources - join the Funding Forecast distribution list – for a list of possible funding sources for work clubs – e-mail Allison.barrow@southampton.gov.uk or ring 023 8083 3089.

Funding sources we know of that have helped people in the past to be able to fund a Work Club include:

- **Jobcentre Plus Start Up Fund** – this is subject to local availability, and can only be used for start up costs, i.e. not for staffing costs or room hire. You also have to be able to pay for the costs yourself initially and then claim these cost back. For more information contact Southampton Jobcentre Plus or <http://www.dwp.gov.uk/adviser/updates/work-clubs/>
- **Local Businesses** – could consider approaching them to ask for partial or full funding.
- **Lottery Funding** – e.g. Awards for All <http://www.awardsforall.org.uk/>
- **Other Charitable Funding** - See Funding Forecast above. Could include Garfield Weston - <http://www.garfieldweston.org/>
- **Faith Funding** - E.g. Church Urban Fund - <http://www.cuf.org.uk/act/cuf-funding>
- **Other Help** - Help with computers from organisations such as BT. <http://www.bt.com/includingyou/getting-online-communities.html>
- **Other Options** - Establish Work Club as a charity with own bank account, constitution and committee and apply for funding as a charity.

Training – some options for training staff could include:

- **Training by National Career Service** – introductory session on how to assist people wanting help with CVs, job search etc. NCS will run this free of charge if there is enough interest. Please contact Carol Ryde on 023 8083 4414 or e-mail carol.ryde@southampton.gov.uk to register interest.
- **Information, Advice and Guidance NVQ courses** – these can be done at level 2, 3 or 4. Totton College is the local provider. Courses cost a few hundred pounds, but might be free if you do not already have a full level 2 qualification (5 GCSEs grades A – C or equivalent) or full level 3 qualification (2 A Levels or equivalent) or are on income related benefits. Contact the college for more information - 023 8087 4874.
- **Work Club shadowing** – shadow somebody for a session or two who already runs a work club. Contact Carol Ryde on 023 8083 4414 or e-mail carol.ryde@southampton.gov.uk to organise this.

Information correct at the time of publishing. Information compiled by Southampton City Council – June 2012.

Work Club name

Day, Time (any days not running) e.g. term time only/ except
bank holidays

Venue, Road, Postcode

**Improve your chances of getting a job.
Open to everyone/ particular client group, just
drop in!/ please ring for an appointment**

We offer:

- Internet access for Job Search
- Help searching for Job Vacancies
- Help to improve your CV
- Help with Job Applications
- Interview Tips

CVs



Also available:

- Tea and Coffee



For more information please contact:

Name
Phone number
E-mail

This written information is available on request in other formats or languages. Please contact tel 023 8083 3445 or email communities@southampton.gov.uk for help.

www.southampton.gov.uk/yourcommunity

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