



Homes & Enterprise

Supporting BME Communities  
and Multi-Cultural Neighbourhoods

# Employment Services



## Unity Employment Services

Unity Employment Services was set up in May 2011 to support Unity tenants and the communities in which they live to get back into employment and training.

Each person has an individual reason for unemployment or under-employment. Unity's dedicated Employment Team ensures that each customer has an individual plan tailored to their specific needs.

The Team can help you with practical job skills such as preparing your CV, guidance for job searching and applications, and practising your interview technique.

Being out of work can knock your self-esteem. The Employment Team can help boost your confidence and point you in the direction of the training you need to become job-ready.

The Employment Team have already helped secure over 250 jobs, work placements or training opportunities for tenants and local people - but they'd like to help even more!

If you, or any member of your household could benefit from the Employment Team's support or guidance, then please get in touch.



**Kelly: 0113 200 7738**

**Noma: 0113 200 7746**



**EmploymentOutreach  
@unityha.co.uk**

## Services we offer

Unity Employment Services offer free tailor-made careers advice to suit your needs. They offer:



Careers guidance



1-2-1 support



Help finding vacancies



Help using a computer



Confidence building



Interview guidance and practice



Help job-searching



Support finding training opportunities



Help writing your CV

**A free tailor-made, one-to-one  
service to suit your needs**

## Case studies

### Female; two children under 5.

Age: 25

Before meeting the Employment Team this lady had been out of work for four years due to having her children. She had only 9 months experience on her CV working within a hotel catering environment.

The team helped her develop her CV, confidence and negotiated with the DWP about her childcare arrangements so she could attend a twelve week course to achieve a food hygiene certificate. She is thoroughly enjoying it so far.

The Team helped her apply for jobs and explore different sectors. The Team have recommended her for a placement with a guaranteed job at the end of it.

### Female; living with her partner and child.

Age: 34

Before meeting the Employment Team this lady had been suffering from agoraphobia for almost twenty years and never worked anywhere for longer than a month.

The Team helped develop her CV, confidence and understanding of job markets and what role she could do. She has since completed IT courses and several interviews with out support. She has also secured a voluntary placement in the mental health sector.

## Projects

### ESOL (English to Speakers of Other Languages)

Tuesdays 10.00am - 1.00pm

Practise speaking English, improve your communication and build your confidence.

Unity Housing has partnered with Leeds City Council and Learning Partnerships to provide free English classes for speakers of other languages, to tenants and their relatives.

### Universal Jobsmatch Drop-In

Wednesdays 1.30pm - 4.00pm

Could you do with free access to a computer to help you search for and apply for jobs online? Do you struggle to book a computer at the library? Do you need some extra support from our Employment Team?

Visit our new Employment Hub at Unity Business Centre to use one of our computers for free. Our Employment Team will be on stand-by if you need help using the Universal Jobsmatch service or any other job search site.

### Problems understanding?

If you need any of our information translating or if you need an interpreter, please contact us. We can also provide this information in large print or on CD if you need us to.

## Untangling The Web

Wednesdays 10.00am - 1.00pm

Would you or someone you know like to develop your computer skills and practise using the Internet?

Perhaps you want to stay in touch with friends and relatives by email, share your photographs online or trace your family tree- whatever your interests are, we will help you to pursue them using a computer.

Many people will become dependent on the Internet in order to search for and apply for jobs online. If you are currently claiming any benefits, you may have to claim them online in the future - so you may find this course useful for a number of reasons.

This has been a life-changing experience. It has given me confidence and opened up new horizons for me.

## Employability Workshops

Thursdays 10.00am - 1.00pm

Help with practical job skills such as preparing your CV, guidance for job searching and applications, and practising your interview technique.

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