



Homes & Enterprise

Supporting BME Communities
and Multi-Cultural Neighbourhoods

Employment Services



All of our
courses
are FREE!

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

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.

The Employment Team have already helped secure over 1,200 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.

Noma	Kelly	Dominique
0113 200 7746	0113 200 7738	0113 200 7710
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 & applying online
- Support finding training opportunities
- Help writing your CV
- Support finding apprenticeship opportunities

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.

Volunteering Opportunities

Our Employment Team is here to help you access volunteering opportunities in your community.

Volunteering is a hugely valuable and rewarding experience for both volunteers and the communities they support. It is an excellent opportunity to learn new skills and boost your employment prospects, by enabling you to obtain valuable work experience and good references which can enhance your CV and help you gain the employment you have always desired.

Free Courses

Universal Job Club Drop-In/ UK Online Centre

Mondays 10.00am - 12.00pm

Wednesdays 2.00pm - 4.00pm

Thursdays 10.00am - 12.00pm

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.

Unity is a registered UK Online Centre

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

Unity is pleased to offer **free** IT training for tenants, their families and their friends. We hold once-a-week classes that last for five weeks and cover:

- Basic computer skills e.g. using keyboard
- Using the internet
- Setting up an email account
- Job searching
- Using social media e.g. Facebook

My Work Search

MyWorkSearch

Take control of your job search with the UK's most powerful online jobseeker's toolkit

Unity now offers MyWorkSearch to provide help for residents looking for a new job. It is a **free** service that combines all job searching websites into one. It has detailed tutorials that offer help with: interviews, mind-sets, CV's and much more. MyWorkSearch is also linked to Universal Jobsmatch. Get in touch if you would like to sign up.

ESOL

(English for Speakers of Other Languages)

Mondays 12.30pm - 2.30pm

Wednesdays 10.30am - 1.00pm

Fridays 10.15am - 12.15pm

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

Unity offers this **free** course at pre-entry/entry 1 and entry 2/entry 3 level.

All of our courses are held at:
Unity Business Centre
26 Roundhay Road
LS7 1AB

Unity Housing Association Ltd
113-117 Chapeltown Road, Leeds, LS7 3HY

 0113 200 7700

 uha@unityha.co.uk

web: www.unityha.co.uk



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