



Volunteer Trainee Employment Support Assistant

Office Based: PATH Yorkshire, 29 Harrogate Road, Chapel Allerton, Leeds LS7 3PD

Time Commitment: Flexible hours (minimum 1–2 days per week, Monday - Friday)

Duration: 3–6 months (with potential to extend)

Expenses: Travel expenses provided.

About PATH Yorkshire

PATH Yorkshire is a charity dedicated to supporting people from marginalised communities and disadvantaged groups into employment, training, and education. We believe everyone deserves the opportunity to reach their full potential, and we work hard to remove barriers and empower individuals to thrive.

Role Summary

Are you passionate about helping others succeed? As a Volunteer Trainee Employment Support Assistant, you will be part of a team that guides people toward employment and training opportunities. This is a great role for anyone wanting to build experience in career services, support work, or community outreach.

Key Duties and Responsibilities

- Support individuals in job search activities, including CV writing and job applications
- Assist with registering clients and maintaining accurate case records
- Help clients access training and employment support resources
- Conduct initial screenings and provide basic guidance under supervision
- Contact clients by phone, email or in person to arrange appointments and follow-ups
- Assist in preparing materials and setting up for employability workshops
- Signpost clients to relevant services and resources
- Ensure confidentiality and data protection policies are followed at all times
- Contribute to team discussions and feedback on programme improvement

Benefits to Volunteers

- Gain valuable experience in employment support and the charity sector
- Develop communication, client-facing, and administrative skills
- Boost your CV with relevant, hands-on experience
- Build confidence through supportive supervision and training
- Receive a reference for job applications, after successful completion
- Be part of a diverse and passionate team making a real difference
- Access free in-house training and possible progression into further opportunities

What We're Looking For

- A positive, compassionate and non-judgmental approach
- Good communication and listening skills
- Basic IT skills (email, Word, Excel)
- Willingness to learn and take initiative
- An interest in employment services, careers, or community support
- Commitment to equality, diversity and inclusion

No prior experience required – just your enthusiasm and willingness to learn.

To apply: Send your CV with a short cover letter to info@pathyorkshire.co.uk