



**YOU'VE
GOT THIS**

**CLIENT WELCOME &
INFORMATION PACK**

Resource
Your job search starts here





DEAR CLIENT

Dear Client

Welcome to Resource!

When it comes to Career Goals everyone is different. Resource - the Jewish community's dedicated employment support organisation - will ensure that you receive the perfect employment advice, support and skills training that is suitable for you. We are here to help every step of the way!

We hope you find Resource a motivating, supportive and constructive environment to help you reach your true potential.

I wish you every success.

Best regards,

Victoria Sterman
Chief Executive

WELCOME TO RESOURCE

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YOUR JOURNEY IS THE START OF SOMETHING... NEW

At Resource we are here to guide you through the process to help you unlock your strengths and uncover a job that will motivate and energise you. Here is an overview of what exciting times are in store for you as you make your way to winning the right job...

SUPPORT

Our team of over 60 professional HR and business experts are ready to back you up and offer immense experience in kickstarting the employment journey of many people, no matter the reason for their current situation. They will provide practical, effective and enthusiastic advice and support. On average, we guide more than 1000 people a year back into the workplace, whether it be employment, self-employment, starting your own business or volunteering.

"I cannot express how invaluable and supportive the whole Resource service/facility has been, at a time of great anxiety/stress, not least the sheer calibre, dedication and professionalism of all the staff/volunteers."

LEORA



LEARNING

Resource never stops learning and neither should you! We offer a range of seminars and workshops, IT training and psychometric profiling which continually develop to ensure they are up to date and meet the needs of our clients. Our aim is to help you increase your knowledge, enhance your job search skills and maximise your potential within today's job market.

"The support from Resource has been amazing in helping me refine my story and have the confidence to make a bold career change. Thank you to the Resource team, who have all played instrumental roles in getting me to this point."

CASSIE

OPPORTUNITIES

Our well-connected Relationship Management Team and up-to-the-minute online jobs board are always ready and available whilst you are a client of Resource.

"Thank you so much for your help! The team was so nice; everyone from the reception staff to the advisors were so kind in this difficult time. You really do save people from becoming disheartened and losing faith and help steer them towards financial stability."

NICK



SUPPORT

Finding a job can seem challenging, but you don't have to do this alone. We are here to offer one-to-one practical advice and support from our Advisors. They can provide insight in to what is currently happening in today's job market and ensure you produce a professional and effective CV. Just watch how your confidence will grow as you fine-tune your skills and become an excellent candidate.

MAKING THE MOST OF RESOURCE

1. Attend our one day foundation seminar, Job Search & CV workshop.
2. Attend our Developing your Networking Skills seminar.
3. Reflect on the programme and what you've learnt and any particular outcomes for you.
4. Develop an Action Plan with an Advisor, covering the how, what and when for job search.
5. Speak to your Advisor to discuss other areas in which you can advance and what other workshops and seminars may be suitable for you.
6. Follow us on [LinkedIn](#), [Facebook](#), [Instagram](#) and [TikTok](#) to hear about job vacancies, networking events, and general Resource and employment news.
7. If you need help, ask... we are sure to be able to help (or we will know someone who can!)



HOW CAN MY ADVISOR ASSIST ME?

- Reviewing and offering comments on your marketing documentation including your CV, application forms and covering letters
- Reviewing and advising on your approaches to job searching
- Giving support, encouragement and helping to build your confidence
- Signposting to other Resource services or appropriate organisations
- Organising psychometric personality profiling and a consultation
- Arranging mock interviews with feedback

LEARNING

All our clients are encouraged to attend our thought-provoking introductory seminar: Job Search & CV workshop. This one-day seminar covers on the pulse approaches to tackling the current job market.

TOOLS AND TECHNIQUES FOR TODAY'S JOB MARKET

This seminar will cover:

- What employers are looking for from job seekers
- What you are looking for from your job/career
- Identifying what you have to offer employers – in particular your qualifications, skills and achievements
- Developing the most appropriate CV for yourself – you will cover different styles including chronological and functional
- Coping with unemployment and job searching
- The importance of networking and marketing yourself – in particular through 'introductory statements using LinkedIn and social media'
- How to approach different routes to the job market and which might prove most successful for you
- Preparing for interviews

IT TRAINING & PSYCHOMETRIC PROFILING

IT TRAINING

Our experienced IT trainers provide one to one tuition and guidance on Microsoft Office packages and the internet to upgrade your skills for today's workplace. You can book IT training via the office.

PSYCHOMETRIC PROFILING

An online psychometric profiling exercise can be undertaken and reviewed with a qualified advisor. This can help you uncover not only what motivates you but also the values and interests that will spur you on to achieve career satisfaction.

SEMINARS

Have you attended our Job Search & CV workshop? If so, it's time to take your pick from any of the following seminars:

- Developing Your Networking Skills
- Career Review And Planning
- Introduction To LinkedIn
- Advanced LinkedIn – How To Get Beyond The Profile
- Interview Skills
- Yes You Can

DEVELOPING YOUR NETWORKING SKILLS

Networking is key to your job search so after attending the Job Search & CV workshop we will invite you to attend the 'Developing Your Networking Skills' seminar as developing these skills is considered key to your job search.



SEMINARS

Booking Seminars

Have a look at our exciting range of engaging seminars and choose the ones you'd like to participate in and then just book your place via the Resource office.



Job Search & CV workshop For Today's Job Market

This thought-provoking, introductory programme is essential for all new clients to gain the knowledge you need to start your job search. See page 7 for a full description.

Advanced LinkedIn – How To Get Beyond The Profile

This is an informative and practical session for established LinkedIn users who need support and encouragement to become more confident and active users.

Yes You Can

A series of exercises and discussions to assist in helping you overcome any blocks or hurdles you face, and to identify your strengths that can impact positively on your success.

Developing Your Networking Skills

Discover how networking can help you in your job search. Uncover different ways and techniques to confidently and effectively network as part of your search.

Advanced LinkedIn

Learn how to effectively use LinkedIn to connect with others and assist your job search.

Advance preparation will be required.

How To Make A Successful Impact In Your New Role

Discover techniques to make a positive impression and add value when you start your new job.

Career Review And Planning

Perfect for clients at a turning point in their career. An opportunity to take stock of your past experiences, where you are now, and where you want to take your career.

Interview Skills

Learn about the different interview techniques used by employers and gain confidence in how to answer interview questions.

Advance preparation will be required.



“

Thank you for all your inspired input helping the unemployed back to work. A change of mindset and a renewed confidence on my part has resulted in my obtaining a dream job which I start next week. You are all amazing!

”

DANIEL

OPPORTUNITIES

You can wait for opportunity to knock or you can use Resource to help you actively open doors. We provide a real sense of community and very helpful tools to help you uncover potential opportunities. Resource offers engaging networking events, talks that will spark your own career thoughts and imagination, and a team who are ready and willing to help you make the right connections.

NETWORKING

Our Relationship Management Team are here to support you by reaching out into the Jewish community and beyond to source additional vacancies, networking opportunities, internships, mentors and work experience.

We also run a series of Professional Networking evenings throughout the year to create greater networking impact and opportunities. The sessions include a motivating talk by a leading industry professional. Resource also runs various social networking groups on [Facebook](#), [Instagram](#), [TikTok](#) and [LinkedIn](#).

Keep up with all the latest news, events and conversation on these groups.

JOBS BOARD

Resource's online **Jobs Board** is constantly updated with a wide variety of jobs across a range of industries and specialisms.

FACILITIES

If you'd like to use our office facilities, for example because your Wi-Fi connection is poor at home, or you don't have a suitable place to concentrate on your job search, please contact the office and we will always do what we can do to enable you to work from the Resource office. In addition, our office is a great destination to meet and network with other clients, and it provides a professional environment to conduct your job search away from the distractions of home

Our opening hours are Monday to Thursday, 9.30am to 5.00pm, and Friday mornings by arrangement. Please do check availability and book your place with the office.

FREQUENTLY ASKED QUESTIONS

FAQS

WHAT HAPPENS ONCE I'VE BOOKED AN APPOINTMENT WITH MY ADVISOR?

You will receive an email with the details. You will also get a text reminder a few days before for you to confirm your attendance.

HOW DO I MAKE AN APPOINTMENT?

Simply get in touch with the Resource office by calling 020 8346 4000 or email hello@resource-centre.org. The office is open daily from 9.00am – 5.00pm (Fridays until 1.00pm).

CAN I SEE THE SAME ADVISOR?

Yes, we encourage you to see the same Advisor unless there are scheduling issues or you prefer to see someone else.

DO YOU RUN ANY OTHER EVENTS FOR CLIENTS?

We run Professional Networking evenings (Get Connected) for our clients once a month. We also run fundraising events throughout the year. Clients will receive email newsletters packed with information on all upcoming events.

HOW MANY TIMES CAN I SPEAK TO MY ADVISOR?

We recommend you speak to your Advisor regularly to prepare for your job search, improve your confidence, talk about progress on your action plan and prepare for interviews. On average, clients meet their Advisor fortnightly, but this completely depends on the individual situation and can be less or more.

WHERE CAN I FIND A SCHEDULE OF ALL THE SEMINARS?

All of our upcoming seminars are available for our clients to view in the What's New section of our website (www.resource-centre.org/events).

WHAT HAPPENS WHEN I SUCCESSFULLY FIND A JOB?

Congratulations! Please ring the office to book seminar - How to make a successful impact in your role.

You will also become a member of the Resource Community. This will allow you to continue networking, have access to exclusive events and acquire new skills for your professional journey.

HOW CAN I DONATE?

Resource relies on charitable donations to provide our services. To make a donation please go to our Donate page or send a cheque made payable to: Resource, 894 High Road, London, N12 9RH

www.resource-centre.org/donate

Resource community

RESOURCE COMMUNITY

Networking shouldn't stop once in a new role as it is key to keeping your career moving onwards and upwards. Resource welcomes all successful clients to join the Resource Community to network, share job opportunities, attend exclusive events and acquire new skills to support their career progression. It also offers the opportunity to give back by providing ad hoc advice and support to Resource's current clients.

Resource

Your job search starts here

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