

Work Clubs and community based employment services serving Wolverhampton

Name and Address/s	Opening Times	Services Available	How to Contact
Berries Children's Centre Greenacres Avenue Underhill, Wolverhampton WV10 8NZ	Friday 8am – 3pm	<ul style="list-style-type: none"> • CV Building and up-dating • Online Application support • Job search • Portfolio building (interview preparation) • Interview skills • Redundancy support • City & Guilds 7546 - Employability & Personal Development (Level 1) 	Bill Johnson Phone: 01902 550960 Mobile: 07827819213 Bill.johnson@ymcawolverhampton.co.uk
Bilbrook and Codsall Work Club Bilbrook Children's Centre Lane Green First School Bilbrook WV8 1EU	Thursday each fortnight between 10am - 12pm	<ul style="list-style-type: none"> • Job search support • CV preparation • help with basic IT • help with job applications 	You can drop in every other Thursday between 10am-12pm Tel: Please contact a V Chapman (01902) 846413 v.chapman@sstaffs.gov.uk
Bingley Centre Norfolk Road Wolverhampton WV3 0JE	Tuesday and Thursday 9.30am – 12:30pm 1:1 Tuesday/Thursday Drop in 1pm – 3pm	<ul style="list-style-type: none"> • Job search skills • CV building • CV updating • Application form support • Cover letter writing • "Spec" letter writing • Information, Advice and Guidance • Employment skills assessment • Personal support plans 	Drop in or telephone 01902 714433 Email: aahmed@tlccollege.org.uk
Bradley Resource Action Group Hall Green St Methodist Chapel Hall Green St Bradley Bilston WV14 8th	Mondays and Thursdays 11am - 3pm		Ron and Violet Wright Tel: 01902 498794
Brewood & Coven Brewood Library, Newport Street, Staffordshire, ST19 9DT	Fortnightly on a Tuesday starting 11th February 10am - 12pm		Cllr Wendy Sutton Tel: 01902 851682 Email w.sutton@sstaffs.gov.uk
Changing Lives (Platform 51) Warstones Claverley Drive Warstones Wolverhampton WV4 4QL	Thursdays 12pm – 2. 30pm (For girls & women)	<ul style="list-style-type: none"> • CV's • Interview skills • Applications • Help with benefit forms • Advice & guidance Wed 12:30 to 2:30 	01902 341822 sommerstringer@changing-lives.org.uk Error! Hyperlink reference not valid.
Coseley Library Castle Street, Coseley, WV14 9DW	Monday between 10.30am – 1pm	<ul style="list-style-type: none"> • Drop in – not a required attendance; • Job Search – Free Internet Access; • Help in using the 	Tel: 01384 812775 Sally Forrest, Claire.humphries@dudley.gov.uk

		<p>Internet ;</p> <ul style="list-style-type: none"> • Access to the top ten most popular Midland job Internet sites; • Express and Star – up to 10 days of news papers held for vacancies for jobs search; • Help with completing online job applications/registrations; • Help with setting up an email account for online job applications; • Help compiling and updating your CV; • Help compiling your cover letters for job applications; • Help completing job applications; • Interview techniques advice and support; • Careers advice; • Vacancy alert – We alert members via phone/text outside of the Work Clubs session should a suitable vacancy appear; • Re-Training:- advice on courses and re-training; • Free printing and Free calls to enquire about vacancies; • Signposting to other services which can support a return to work 	
<p>Eastfield Community Centre Colliery Road Wolverhampton WV1 2QY</p>	<p>Drop in Monday 10am - 1pm Friday 10am – 1pm</p> <p>Also 1:1 by appointment</p>	<ul style="list-style-type: none"> • CV building and updating • Online Application support • Job search • Portfolio building (interview preparation) • Interview skills • Redundancy support • City & Guilds 7546 - Employability & Personal Development (Level 1) 	<p>Contact Viv Buckard Phone: 01902 552295 Mobile: 07827 329387 Viv.buckard@ymca-Wolverhampton.co.uk</p>
<p>Featherstone and Hilton Community Centre Baneberry Drive, Featherstone, WV10 7TR</p>	<p>Friday 10am – 12pm</p>	<ul style="list-style-type: none"> • CV advice • IT Support • Job search activities 	<p>Telephone Cllr. Bob Cope on 01922 414420 R.Cope@sstaffs.gov.uk or Liz Minshall 07870383628</p>

<p>Hope Family Centre Chervil Rise, Wolverhampton WV10 0HP</p>	<p>Wednesday 9.30am – 1pm and 2pm – 4pm</p> <p>Thursday 2pm - 4pm</p>	<ul style="list-style-type: none"> • CV Building and up-dating • Online Application support • Job search • Portfolio building (interview preparation) • Interview skills • Redundancy support • City & Guilds 7546 - Employability & Personal Development (Level 1) • 1-1 Sections by appointment • JSA Application support • Universal job match 	<p>Viv Buckard 07827329387 Viv.buckard@ymca-Wolverhampton.co.uk</p>
<p>Jobchange 10 Red Lion Street Wolverhampton WV1 4HL</p>	<p>Tuesdays 11am – 1pm</p>	<ul style="list-style-type: none"> • Job Search – Free Internet Access • Help in using the Internet • Training to use the Internet, email and online public services • Help with completing online job applications/registrations • Help with setting up and managing an email account • Help writing and maintaining your CV • Confidence Building • Interview techniques advice and support; • Careers advice • Local vacancy bulletin • Re-Training:- advice on courses and re-training • Signposting to other services which can support a return to work • Use of online tools – JOB Programme, adult Directions, Skills Health Check • Redundancy support 	<p>Work Club Telephone 01902 714224 Prefer to book but can drop in. Contact: Christian Sayer Email Christian.sayer@jobchange2007.com Telephone 01902 427127</p>
<p>Low Hill Community Centre Kempthorne Avenue Low Hill Wolverhampton WV10 9JJ</p>	<p>Wednesday 1pm – 3pm</p>	<ul style="list-style-type: none"> • Job search • CV support • Application form support, Interview Skills • Confidence Building • Training Courses • Career Advice and Guidance, Use of Computers with support if needed • Stationery, envelopes, postage 	<p>Call Suffiea Ahmad at TLC College 01902 714433 Sahmad@tlccollege.org.uk</p>

<p>PAL Centre 125 Parkfield Road Parkfield WV4 6EP</p>	<p>Tuesday 10am-4pm</p> <p>Wednesday 10am-4pm</p> <p>Thursday 1-4pm</p>	<ul style="list-style-type: none"> • Career advice and guidance • One to one support with online job search • One to one support for interview preparation • Training on how to use the universal job match website and fill in job applications online (Tuesday) • Basic IT training (Tuesday) • ITQ Level 1 & 2 (OCR) • ESOL Classes (Monday, Wednesday and Friday) 	<p>You can drop in on Thursdays between 1pm and 3pm or telephone 01902 353477 to arrange to see someone at another time.</p> <p>01902 353477 or 01902 353705</p> <p>Email: brcinfo@btconnect.com</p>
<p>Perton Library Severn Drive Perton Wolverhampton WV6 7QU</p>	<p>1st & 3rd Thursdays of the month 2.15pm – 4pm</p>	<ul style="list-style-type: none"> • CV Writing • IT Support • CAB Advice • Voluntary Opportunities 	<p>Call Nadir Mirza on 07515190572 or email: nadir.mirza@bromford.co.uk</p>
<p>Rainbow Centre 47 Rainbow Street, Bilston, WV14 8SX</p>	<p>Thursday between 10am – 12.30pm</p>	<ul style="list-style-type: none"> • Drop in – not a required attendance • Job Search – Free Internet Access • Help in using the Internet • Access to the top ten most popular Midland job Internet sites • Express and Star – up to 10 days of news papers held for vacancies for jobs search • Help with completing online job applications/registrations • Help with setting up an email account for online job applications • Help compiling and updating your CV • Help compiling your cover letters for job applications • Help completing job applications • Interview techniques advice and support • Careers advice • Vacancy alert – We alert members via phone/text outside of the Work Clubs session should a suitable vacancy appear 	<p>01902 493554</p>

		<ul style="list-style-type: none"> • Re-Training:- advice on courses and re-training; • Free printing and Free calls to enquire about vacancies • Signposting to other services which can support a return to work 	
Recovery Near You Work Club (Aquarius Building) Connaught Road Wolverhampton, WV1 4SJ	On Thursdays from 1pm – 3pm For Alcohol & drug users	<ul style="list-style-type: none"> • Interview Techniques • CV building and updating • Support with applications • Communication skills <p>Resources include:</p> <ul style="list-style-type: none"> • Stationary and books • Access to a computer to include internet access and printing. • Support in setting up e-mail accounts • Motivational skills and • Signposting to other agencies 	Contact: Shirley Lewis, Practitioner on 01902 420041 Amy.brittain@aquarius.org.uk
Star Centre Star Children's Centre Warstones Primary School Warstones Road Penn Wolverhampton WV4 4LU	Friday mornings drop in 9.30am – 11.30am For users of the Children's Facility	<ul style="list-style-type: none"> • CV's • Job application forms 	Telephone : 01902 556671 Email: jgriffiths@wolverhamptonvsc.org.uk
SiteLearn In partnership with the Parish Centre Connaught Rd Bilston WV14 6NY	Friday 10am -1pm	Job Club (no appointment necessary) with support in the following services: -CV & letter Writing -Job Search (paper based and internet searches) -Job Application writing -Interview skills -Confidence Building	01902 494776 or 08445791091 or info@sitelearn.net
St Judes Church Hall St Judes Road Tettenhall Wolverhampton WV6 0EB	Wednesday from 2pm - 4pm	<ul style="list-style-type: none"> • Help compiling and updating your CV; • Help compiling your cover letters for job applications; • Interview techniques advice and support; • Job Search – Free Internet Access; • Help with Benefits which is confidential and impartial. • Tea and coffee provided 	Drop in service, but appointments can be made if required. Contact: Ian Banks Mobile: 07763783663. stjudes.hall@hotmail.co.uk Everyone welcome particularly local people from Ethnic Minority Groups, Eastern Europeans and people with disabilities.

<p>TLC Dunstall Heights 1 Dunstall Road, Wolverhampton WV6 0LZ</p>	<p>Monday 10am – 12pm 2pm – 4pm</p> <p>Wednesday CV building Sessions 9.30am – 12.30pm</p>	<ul style="list-style-type: none"> • Job search • CV writing • Covering letters • Speculative letters • Completing job applications • Setting up / maintaining e mail accounts • Applying for job applications on line 	<p>Telephone 01902 714433 to arrange to arrange an appointment or email abuttle@tlccollege.org.uk</p>
<p>Wednesfield Library Well Lane Wolverhampton, West Midlands WV11 1XT</p>	<p>Mondays from 9.30am – 3.30pm</p>	<ul style="list-style-type: none"> • Job search skills • CV building • CV updating • Application form support • Cover letter writing • “Spec” letter writing • Information, Advice and Guidance • Employment skills assessment. • Personal support plans 	<p><u>By Appointment only</u></p> <p>Danamarie Balram Tel: 01902 714433 dbalram@tlccollege.org.uk</p>
<p>Wombourne Library Church Road Wombourne WV5 9EZ</p>	<p>Tuesday 10am – 12pm</p>	<ul style="list-style-type: none"> • CV writing • IT support • CAB advice • Voluntary opportunities 	<p>Drop in fortnightly on Tuesdays or call Sian Dalziel or Sarah Mansell Jones on 01785 244591 or 07540642653 sian.dalziel@bromford.co.uk</p>
<p>YMCA 23 Catisfield Crescent Pendeford Wolverhampton WV8 1XG</p>	<p>Work Club Tuesday 10am – 12pm Thursday 10am - 12pm</p> <p>Drop in but need to book IAG appointment first.</p>	<ul style="list-style-type: none"> • CV building • CV up-dating • Online Application support • Job search • Portfolio building (interview preparation) • Interview skills • Redundancy support • City & Guilds 7546 - Employability & Personal Development (Level 1) 	<p>Maxine Grainger Mob: 07973731217 Maxine.grainger@ymca-wolverhampton.co.uk</p> <p>Julie Skitt julie.skitt@ymca-wolverhampton.co.uk Tel: 01902 745655</p>
<p>YMCA 29/31 Temple Street Wolverhampton WV2 4AN</p>	<p>Work Club Tuesday 10am – 1pm Thursday 10am – 1pm</p>	<ul style="list-style-type: none"> • CV building • CV up-dating • Online Application support • Job search • Portfolio building (interview preparation) • Interview skills • Redundancy support • City & Guilds 7546 - Employability & Personal Development (Level 1) 	<p>Brenda Fraser Phone: 01902 371582 Mobile: 07850515600 Brenda.fraser@ymca-wolverhampton.co.uk</p> <p>Please call for appointment</p>

- Looking to Set Up Work Clubs

Name and Address/s	Opening Times	Services Available	How to Contact
St Martin's Job Club St Martin's The Church Centre King St, Bradley Bilston WV14 8PF	Possibly Monday/ Wednesday from February 2014		Contact Rev. Raphael Duckett on 01902 650101 or email revraphael@live.co.uk
Life Spring Church 34 Clifton Street Wolverhampton WV3 OQT			Kevin Griffiths 01902 313121 @info@lifespring.uk.com

- Offering Employment Services

Name and Address/s	Opening Times	Services Available	How to Contact
Access 2 Business The Curve 81 Tempest Street Wolverhampton WV2 1AA		<ul style="list-style-type: none"> • Employment Support • Employability Programmes • Self Employment • Recruitment Shop 	Josie Kelly or Simon Moore, Tel: 01902 572 397 or email josie@access2business.co.uk , simon@access2business.co.uk
Aspiring Futures The Old School 73 Dudley Road Blakenhall Wolverhampton WV2 3BY	Various Dunstall/Whitemore Reans Mid February Tuesdays 10am to 12pm	Employability Programmes Employability skills programme	Contact number is 01902 458770/ 0755 7667609, email info@aspiring-futures.co.uk
Base 25 Wheeler's Fold Wolverhampton WV1 1ST For under 25s only	Mon-Thurs 1pm - 6pm Fri 1pm - 5pm	<ul style="list-style-type: none"> • Help with applications • Job search • interview techniques • CV prep. 	Call Dave Wallace Co-ordinator on 01902 572040 or email base25angermanagement@hotmail.co.uk
Bilston Resource Centre St Michaels Mission Hall Wolverhampton Street Bilston WV14 0LT	Monday – Thursday 9:30am - 4pm Friday 9:30am - 12pm (opening times for centre)	<ul style="list-style-type: none"> • Career advice and guidance • One to one support with online job search • One to one support for interview preparation • Training on how to use the universal job match website and fill in job applications online 	Telephone 01902 353705 to arrange to see someone at another time. brcinfo@btconnect.com

		<ul style="list-style-type: none"> • Generating CVs • ITQ Level 1 & 2 (OCR) • Sage book keeping Level 1 and 2 (OCR) • Payroll • Literacy (OCR) • Numeracy (OCR) • Basic IT training • ESOL Classes (OCR) • Emergency First aid at Work 	
Essington Virtual Work club Essington Community Centre Hobnock Road WV11 2RF	Monday to Friday 9am – 4pm Saturday 10 am – 5 pm 24hr virtual support on Facebook – Essington Job Club	<ul style="list-style-type: none"> • Access job search facilities 	Cllr David Clift Tel: 01922 401105 Email: d.cifft@staff.gov.uk
Heart & Soul The Church of the Good Shepherd Second Avenue Wolverhampton WV10 9PE		<ul style="list-style-type: none"> • Career advice and guidance • Registering and applying for apprenticeships • Preparing for interviews • Mock Interviews • Completing application forms • CV Building • Applying for jobs online • Work Placements • Job Search Techniques 	Jayne Townsend Tel: 01902 721511 Email: enquiries@heartandsoulcommunity.co.uk For 16 – 24 year olds.
Park Village Employability Scheme Stratton Street Community Centre Nine Elms lane Park Village Wolverhampton WV10 9AH	Mondays 9.30am to 12.30pm Until April 2014	<ul style="list-style-type: none"> • Employability Skills • Coaching & Mentoring 	Manjit Cheema & Karen Sahota, Tel: 01902 556622 Manjit.cheema@wolverhampton.gov.uk Karen.sahota@wolverhampton.gov.uk
SiteLearn: In partnership with ASAN, The Workspace All Saints Road Wolverhampton WV2 1EL	Tuesday 10am - 2pm	Employability Skills course (enrolment needed for this 8 week course that provides information advice and guidance and the following engaging modules: - Career Planning - CV & Letter Writing - Communication & Presentation Skills - Interview Skills - Work Skills In addition, those enrolled	01902 877530 or 08445791091 or info@sitelearn.net

		<p>will get dedicated post course support on:</p> <ul style="list-style-type: none"> -finding sustainable employment -volunteering opportunities -Work experience placements -potential to enrol onto certified courses 	
<p>TOPPS Training 15 Pitt Street Wolverhampton WV3 0NF</p>	<p>Monday – Thursday 9.15am – 4.45pm Friday 9.15am – 4pm</p>	<ul style="list-style-type: none"> • Job and training advice • NLDC Pre-employment support • Information Advice & Guidance 	<p>Tel: 0800 5999 416 Fax: 01902 566114 Anna Wright annawright@topps.org.uk</p>

- Enterprise Clubs

Name and Address/s	Opening Times	How to Contact
<p>Access to Business Wolverhampton 81 Tempest Street Wolverhampton WV2 1AA</p>	<p>Mon – Fri 9.30am – 4.30pm</p>	<p>www.access2business.co.uk Telephone: 01902 572307 to arrange an appointment with an Adviser</p>
<p>Access to Business Walsall 34b Green Lane Walsall WS2 8HB</p>	<p>Mon – Fri 9.30am – 4.30pm</p>	<p>www.access2business.co.uk Telephone: 01922 213213 to arrange an appointment with an Adviser</p>
<p>Bilbrook Enterprise Club Lane Green First School Children's Centre Bilbrook WV8 1EU</p>	<p>Fortnightly on a Thursday, 12pm – 2pm</p>	<p>E-mail Rosemary Barnfield: rosemary@whatittakes2.org or telephone 07854 654786</p>
<p>Black Country Chamber of Commerce Development Centre, Wolverhampton Science Park Wolverhampton WV10 9RT</p>		<p>For customers not either not eligible, or prior to becoming eligible, for NEA Mentoring Support. Telephone: 01922 728292</p>
<p>Enterprise Tree</p>	<p>Mon – Fri, 9am –</p>	<p>www.enterprisetree.org</p>

Limited Blakenall Village Centre Thames Road Walsall WS3 1LZ	5pm	Telephone: 01922 214233 E-mail: enquiries@enterprisetree.org
New2Business WVSC 16 Temple Street Wolverhampton WV2 4AN	Various dates and times	Telephone: 01902 675682 or 07985 953175 to book an appointment
Perton Enterprise Club Perton Library Severn Drive Perton Wolverhampton WV6 7QU	Various dates and times	E-mail Rosemary Barnfield: rosemary@whatittakes2.org or telephone 07854 654786
Phoenix Green Social Enterprise Club West Bromwich Community Centre Gayton Road West Bromwich B71 1QS	Various dates and times	Telephone: 0121 454 2301 to book an appointment
Striding Out CIC Saint Alban's Road Smethwick B67 7NL	Various dates and times	www.stridingout.co.uk E-mail Alison Richards: Alison@stridingout.co.uk or telephone: 07960 026582
SWEDA The Goldmine Centre 14a Lower Hall Lane Walsall WS1 1RL	Tuesdays, 9am – 5pm	www.sweda.org.uk Telephone: 0121 525 2558 E-mail: sweda@sweda.org.uk
SWEDA The Business Centre Church Street West Bromwich B70 8RP	Mon – Thurs, 9am – 5pm and Fri, 9am – 4.30pm	www.sweda.org.uk Telephone: 0121 525 2558 E-mail: sweda@sweda.org.uk
Wombourne Enterprise Club Wombourne Library Church Road WV5 9EZ	Various dates and times	E-mail Rosemary Barnfield: rosemary@whatittakes2.org or telephone 07854 654786
Online Support Expert advice on starting a business		www.gov.uk/business