

## Boost your skills

Volunteering is a great way to gain new skills and can allow you to learn more about an area you might be interested in, for example youth work.

Just a few hours a week looks great on your CV and gives you an up-to-date reference.  
Visit [www.do-it.org.uk](http://www.do-it.org.uk) for more information.

## No internet access?

No problem – just visit our offices at Newbury, Bristol, Swindon, Basingstoke, Abingdon or Christchurch during our normal opening hours to use the internet free of charge at one of our TouchPoints.

To find other places near you where you can use free or low cost internet, or to find out about IT training courses, go to [www.ukonlinecentres.com](http://www.ukonlinecentres.com) or visit your local library or job centre.

## Local office contact details

### Berkshire, Wiltshire, West of England, Devon

T 0800 587 2325

E [contact@sovereign.org.uk](mailto:contact@sovereign.org.uk)  
(all enquiries and out-of-hours emergencies)

### Dorset

T 01202 460460 or 0800 169 5686

E [contactdorset@sovereign.org.uk](mailto:contactdorset@sovereign.org.uk)  
(repairs and out-of-hours emergencies)

### Oxfordshire

T 0800 587 2325

E [contactoxon@sovereign.org.uk](mailto:contactoxon@sovereign.org.uk)  
(repairs and out-of-hours emergencies)

### Hampshire

T 0800 988 4858

E [contacthants@sovereign.org.uk](mailto:contacthants@sovereign.org.uk)  
(all enquiries and out-of-hours emergencies)

### For former Spectrum residents

T 0300 777 7837

Spectrum House, Grange Road  
Christchurch BH23 4GE

## Head office

### Sovereign Housing Association Limited

Woodlands  
90 Bartholomew Street  
Newbury RG14 5EE

[sovereign.org.uk](http://sovereign.org.uk)



[facebook.com/asksovereign](https://facebook.com/asksovereign)



[@sovereignha](https://twitter.com/sovereignha)



### MySovereign app

CAN BE DOWNLOADED  
TO PAY RENT OR REPORT  
A REPAIR FROM YOUR MOBILE

Sovereign Housing Association Limited is charitable

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# Employment and training



**We've helped thousands of residents achieve their work goals with our dedicated service. We can help you do the same.**

**Our Employment and Training Team provide free support and practical advice.**

They help people to become great at searching and applying for jobs, being interview ready, staying in work when things are difficult, and to find better contract terms, get higher paid work or land that dream job.

## How can the Employment and Training Team help me?

Whatever your situation, we can help you by offering support with:

- career planning, job searching, CV writing and interview techniques
- getting back to work if you are unemployed
- moving your career forward to find better or higher paid work
- advising on how to deal with problems in your past, for example if you have a criminal record
- apprenticeships, training, work experience and qualifications
- grants that help with learning or job opportunities
- managing your own business and meeting the Department for Work and Pensions earning expectations.

## Helping you to find better work

We can also work with you to help you find better work or move your career forward. This can mean a number of things:

- more hours
- pay rise
- promotion
- better contract
- new sector
- similar job closer to home or that better fits your caring responsibilities.

## How will you support me?

1. Once we have received your referral and understand more about you, we'll contact you within five working days.
2. We may be able to offer you a solution straight away or we'll spend some time finding out more details about your situation.
3. We'll agree how we can work together to achieve your goals.
4. When you find work we can help you stay in work or progress your career to secure your dream job.

## What do I need to do?

We like to work with people but we don't do it for you. We believe you have what you need and together we'll find the solutions. We'll help you to create your own 'My Employment Plan' and ask that you're committed to completing each step in order to achieve your goals.

If you're unable to make an appointment you can get in touch using our SMS system and we can rearrange it.

We understand things change and if it's no longer a good time for you to commit to progressing your 'My Employment Plan' all we ask is that you let us know and we'll work with you when you are ready.

## How do I ask for support?

You can:

- phone us (see back of leaflet)
- email [myworksteps@sovereign.org.uk](mailto:myworksteps@sovereign.org.uk)
- visit [www.sovereign.org.uk/etpersonal](http://www.sovereign.org.uk/etpersonal) and complete the online form.

## Job searching made easy

The National Careers Service provides free information, advice and guidance to help you make decisions on learning, training and work opportunities.

Their qualified advisors can help you to:

- develop your CV
- search and apply for jobs
- search for courses and training schemes
- find funding to support any learning
- ... and more.

Go to [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk) or call 0800 100 900 for more information.