**HELP WITH RETURNING TO WORK – YOUR LOCAL CHILDREN AND FAMILY CENTRE**

I am writing to let you know of a **FREE** service offered by your local Children and Family Centre to all parents who have a child aged under 11.

This service is called the **Parent Volunteer Programme** and its aim is to help parents into paid employment or onto a vocational course. Many parents start to think about returning to employment as their children get older and this is where we can provide support on the journey back to work.

The types of help we can provide include *some or all* of the following, depending YOUR needs and career plans:

* Gaining work experience in a relevant field to your career plans - which can either be in an external organisation or within the Children and Family Centres
* Help with putting together a cv
* Help with application forms
* Help with interview skills
* Help with job seeking
* Accessing FREE training across a variety of skills areas including IT, Health and Safety, Safeguarding, First Aid, Food Hygiene; working with young children. Some training is on-line and some involves attending short courses
* Gaining FREE maths and English qualifications, where grade C or above has not yet been achieved in these subjects.
* The Support of a Co-ordinator - we agree an “action plan” with you, to help you identify what will help you on your journey back to work, coaching you along the way.
* We can also support people who are already working but looking for a change in career.

We will be at “drop-ins” for anyone to come along and discuss the support we can give, as follows:

* **Roffey** Children and Family Centre – (Godwin Way, RH13 6SQ) Weds 18th January from 10am to 11.30am
* **Needles** Children and Family Centre ( Three Acres, RH12 1RS)– Monday 23rd January from 9am to 11am
* **Southwater** Children and Family Centre (Worthing Road, RH13 9HA) – Thursday 26th January from 9am to 10.30am
* **Horsham** (Harwood Road) Children and Family Centre (RH13 5UT) – Friday 27th January from 9am to 11am

If these drop-ins aren’t convenient, then please do call us to arrange an individual informal appointment either at your home or your nearest Children and Family Centre:

You can call Julie Dutton on 07872 420500 or email Julie.dutton@westsussex.gov.uk; or Maria Maloney on 07834 444416 or email maria.maloney@westussex.gov.uk