

# Smart Works support unemployed women back into the workplace with coaching and clothing.

As a UK charity, we bring in our own funds and our service is completely free to you (a referral organisation) and every woman you refer to us. There is no cost associated with using Smart Works. We have two appointment types you can refer women for:

## 1 Interview Coaching & Clothing

- Each client receives a bespoke dressing consultation with two trained volunteers.
- The client will leave with a beautiful and high-quality interview outfit.
- This is free of charge and the clothes are hers to keep.
- This is followed by a one-to-one coaching session with an expert interview coach.

*Eligibility: Any unemployed woman with a confirmed upcoming job interview.*

## 2 Career Coaching

- For those currently job searching and looking to secure an interview.
- An hour long coaching session delivered over zoom or phone call.
- Trained coaches work with clients to identify tangible next steps to maximise chances of securing an interview.

*Eligibility: Any unemployed woman.*

## Second Dressing

Any woman who has been referred to Smart Works before her job interview can come back for a Second Dressing once she gets the job to receive a capsule working wardrobe.

### Referral steps

- ✓ Every woman Smart Works supports is referred by another organisation or charity.
- ✓ An employee from one of our referral organisations will contact us (by telephone 0113 234 6503 or email [leeds@smartworks.org.uk](mailto:leeds@smartworks.org.uk)) and give us the clients contact details.
- ✓ We contact the client, agree a suitable time and book them an appointment ASAP.
- ✓ We book the client in for their appointment and they receive a confirmation email with all the details.

### Other ways we can help

We are always happy to attend Staff team meetings so we can explain the Smart Works Service and answer any questions

If you are hosting a job fair or employment event or programme, we are always happy to attend - please just get in touch

We can host workshops around interview dressing and skills for groups of women you are working with - please just reach out to set this up

### Our Centres

Women in the following cities can visit a Smart Works centre to receive their appointment:

LONDON, READING BIRMINGHAM, MANCHESTER, LEEDS, NEWCASTLE OR EDINBURGH

### Our Virtual service

As a result of the pandemic, we launched a virtual service so we can help any woman regardless of physical location. This involves all aspects of our service:

1. Online interview and career coaching
2. Virtual dressing consultation
3. Bespoke parcel of workwear items posted to the client

