Essex and Suffolk Youth Enquiry Service (YES)

Careers Advisor (Voluntary Position)

About YES

At YES, we believe every young person deserves someone in their corner. Since 1988, we've been supporting young people aged 11 to 25 across Colchester and Tendring with practical help, emotional support and opportunities to build brighter futures.

We provide practical and emotional support through services including housing and homelessness prevention, pregnancy and parenting support, life skills and counselling. From our centres in Colchester and Holland-on-Sea, we work alongside young people to build confidence, develop resilience and take positive steps towards a brighter future.

Role Overview

Based at our Colchester or Tendring office, this rewarding volunteer role offers the chance to help young people build confidence and plan their next steps. Through one-to-one careers guidance, you'll support young people to explore their options and make informed choices about education, training and employment.

By offering practical advice, encouragement and a listening ear, you'll help young people recognise their strengths, overcome barriers and work towards their goals.

This role is ideal for a qualified or retired careers professional who is passionate about supporting young people and helping them achieve their potential.

Ideally, volunteers will be able to offer around three hours each week, but we can be flexible and discuss a level of involvement that works for you.

Why Volunteer with YES?

Volunteers are a valued part of the YES team and make a real difference to local young people and families. Whether you're sharing skills, leading an activity or offering encouragement, your time can help young people grow in confidence, learn new skills and feel connected to their community.

We'll provide training, guidance and ongoing support to help you feel confident in your role. You'll have regular contact with a member of the team and be part of a friendly organisation that aims to provide safe, welcoming spaces for everyone.

In return, you'll gain valuable experience, develop new skills, meet new people and help shape our services. Most importantly, you'll play a part in making a lasting difference to the lives of local young people and families.

Safeguarding and Professional Boundaries

At YES, creating safe, supportive environments for young people and families is everyone's responsibility. As a volunteer, you'll help people feel welcome, respected and valued.

We'll give you safeguarding training, guidance and support throughout your volunteering. While volunteers aren't expected to deal with concerns themselves, if you have any concerns about a young person's wellbeing or safety, you must share them with a member of the YES team so the right support can be provided.

To keep everyone safe, volunteers are expected to maintain appropriate boundaries and follow YES policies and procedures at all times.

Please note: This role is subject to an Enhanced DBS check and satisfactory references.

Key Responsibilities

- Provide one-to-one careers information, advice and guidance to young people, helping them explore education, training and employment opportunities.
- Support young people to identify their strengths, set goals and develop realistic plans for their future.
- Assist with CV writing, personal statements, job applications and interview preparation.
- Contribute to the delivery of group workshops and employability activities as part of YES's life skills programme.
- Build positive, supportive relationships with young people while maintaining appropriate professional boundaries.

The Type of Person We're Looking For

We're looking for a friendly and approachable volunteer who is passionate about helping young people achieve their potential. You'll be a good listener, able to build trust and confidence, and committed to supporting young people to make informed decisions about their future.

You will ideally have:

- A recognised qualification in Careers Information, Advice and Guidance, or a related professional qualification.
- Experience of providing careers advice, employability support, coaching or mentoring.
- Knowledge of education, training, apprenticeship and employment pathways available to young people.
- An understanding of the challenges and barriers some young people may face, and the ability to encourage and motivate them in a positive, non-judgemental way.