

Developing your employability skills and finding a job

Issue 03

Advice and support for people living in temporary accommodation

Welcome to the third edition of our newsletter, brought to you in partnership with the Crawley Local Community Network (LCN), which includes the NHS, Primary Care, and local voluntary organisations.

Our goal is to support you through the transition into temporary accommodation by sharing helpful resources and guidance.

We're currently developing a full guide to temporary accommodation. In the meantime, these themed newsletters will provide key information and details about local services that can help.

If there's anything you'd like us to include in future issues, please email your ideas to Jacqueline.thatcher@crawley.gov.uk. We'd love to hear from you.



Starting or returning to work while living in temporary accommodation can be challenging, but not impossible - especially with the right support.

Employment can play a key role in **breaking the cycle of homelessness**, helping **improve financial stability** and **independence**. However, there are very real challenges: not having a permanent address, frequent housing moves, limited access to resources like a computer, financial pressures, and costly commutes can make it harder to find and keep a job.

In this issue we will explore

Finding a job while living in temporary accommodation



Developing your employability skills



Where to find support



The Salvation Army estimates that between April 2023 and March 2024, **nearly a quarter** of all people registered as homeless were employed, including **32,138 working full-time**.



Temporary accommodation may lack essentials like reliable Wi-Fi or a dedicated workspace for online job applications. You might want to consider using public libraries, community centres, or Jobcentre Plus offices instead.



It can take a long time for councils to make a final offer of housing, which means you could be in temporary accommodation for months or even years. This could involve living in hotels, hostels, B&Bs, or shared housing, and potentially moving multiple times. This added complication can make finding and maintaining a job that much more difficult.

Still, there are many cases of people living in temporary accommodation who are employed. In this issue, we look at the **realities of job hunting** while living in temporary housing, tips to build your **employability skills** and **support available** to you.

Preparing for job applications

Can I work in the UK without a permanent address?

If you're from the UK, an EEA citizen, or otherwise legally entitled to work in the UK, you can usually work without a permanent address.



Can I apply for jobs without a fixed address?

Jobseeker registration can be more difficult without a fixed address. However, the most important details for job applications nowadays are an up-to-date **phone number** and **email address**. If a job requires a postal address, you could use a "care of" address (e.g. a friend, family member), your hostel's, or in some cases, your local Jobcentre's.

If you don't have an email address, staff at your local Jobcentre or Citizens Advice Help to Claim service can assist.

The first step



Setting up a bank account is a key step in securing a job, as most employers require one to pay wages. While homelessness can complicate this, many banks accept temporary accommodation addresses for account setup.

Finding job opportunities


Crawley Jobcentre Plus


Visit your local Jobcentre, where a trained Work Coach can assist you with job searching or offer advice on gaining new employability skills.

 bit.ly/4lW8uXb

Online job boards

Search online for local job opportunities.

 uk.indeed.com

 www.totaljobs.com

 www.reed.co.uk

Facebook groups

Find job postings in your local area on Facebook.

 bit.ly/CrawleyJobs

Getting help finding a job



Sometimes finding the right job, retraining or progressing the next stage in your career can be tough. If you are eligible, the **Employ Crawley** team can provide free, bespoke information, advice and guidance regarding jobs and training opportunities. Together with a dedicated support officer, you'll be able to create a plan which is unique to your specific needs.

 bit.ly/EmployCrawley



To arrange a virtual or face-to-face appointment with an employment support advisers, please email employcrawley@crawley.gov.uk.

EMPLOY CRAWLEY

How Employ Crawley can help

- **Job searching and application support**
- Specific interventions including **CV** and **cover letter** reviews and creation
- **Interview advice** and practice **mock interviews**
- Access to **workshops** and **training opportunities**
- Strong links with many **local employers, partners and businesses** to encourage positive job outcomes
- **Referral service** to other external partners, if you are in need of any extra support

Note: If you are already working with your local Jobcentre, Employ Crawley are unable to provide additional assistance.

There are also two employment support hubs, open for drop-ins and appointments between 10am - 3pm Monday to Thursday.



2nd Floor, Crawley Library, Southgate Avenue, RH10 6HG



Ground Floor, Crawley Town Hall, The Boulevard, RH10 1UZ




If you do find work while living in temporary accommodation, you will need to inform your local council of your change in circumstances.

Enhancing your employability

3 tips to improving your employability

1 Build a strong support network

- Make use of local services like **Employ Crawley**, which offers free training opportunities and personalised employment support.
- **Citizens Advice** provides help with job-seeking and employment rights.
- **Crawley Open House's Resource Centre** offers employability training to service users.

 www.crawleyopenhouse.co.uk/resourcecentre

- Visit **West Sussex Libraries** for free employability courses, skill development and computer access.

2 Develop your technical and soft skills

- Gain hard skills (like **IT** or **trade training**) and soft skills (like **communication** and **teamwork**) through volunteering and free courses.
- Improving your **digital skills** can open you up to more job opportunities.

3 Tackle underlying barriers

- Wellbeing is key to sustaining employment. Seek **support for mental health** challenges through your local council or GP.
- If you're dealing with addiction or substance misuse, this may hinder your employability. Services like **Crawley Wellbeing** and **DAWN** can help.



Utilising West Sussex library resources

Join West Sussex Libraries for free and access a wide range of resources to support your job search. Members can **use library computers** at no cost (printing charges apply) and borrow from an extensive book collection.

If you don't have ID or a permanent address, provisional memberships are available.


They also offer:

- Free **digital skills** sessions
- 'Read On' scheme for adults with limited reading ability – join the waitlist to start building your **reading skills**.

 arena.westsussex.gov.uk/our-services

National Careers Service

The National Careers Service provides high quality, free and impartial careers advice, information and guidance. To find out more about the services they offer visit:

 nationalcareers.service.gov.uk

A step towards employment

Volunteering is a great way to boost your CV, gain hands-on experience, and develop both new and existing skills. It can also give you real-life examples to talk about in interviews and help you build valuable connections that may lead to paid work.

It doesn't require a long-term commitment, there are flexible roles to suit different interests and availability. Plus, you'll be making a meaningful difference in your community while supporting causes that matter.

 www.crawleycommunityaction.org/volunteering/



The benefits of volunteering

Given how busy daily life is, finding the time to volunteer can be hard. However, for those struggling to find a job, volunteering can provide a sense of purpose while you learn new skills. Volunteering also helps:

- reduce stress, combat depression and boost your mood
- connect you with others and your local community
- build your employability skills

Additional support and information

Volunteering opportunities

Gardening

Join Crawley Growing Together Project on Wednesdays 10-1pm in West Green Park's Anniversary Garden. Volunteers can contribute as much or as little as they would like. For more information call **07716 641409** or email emily.thorpe@crawleycommunityaction.org.



Health Walk Leaders

Crawley Wellbeing are looking for volunteers to deliver a programme of regular walks around Crawley. For more information email wellbeing@crawley.gov.uk or call **01293 585317**.

Discover more here:



Access to Work

Access to Work can help you get or stay in work if you have a physical or mental health condition or disability. The support you receive will depend on your specific needs. For example:

- a grant to help pay for practical support with your work e.g., specialist equipment and assistive software or support workers, like a BSL interpreter
- support with managing your mental health at work e.g., one-to-one sessions with a mental health professional

To find out if you're eligible, visit:



Support for Jobseekers with a long-term health condition or disability



If you're living in temporary accommodation and have a long-term health condition or disability that makes finding work more difficult, support is available.

Disability Employment Advisors (DEAs) at Crawley Jobcentre offer up to 13 weeks of direct support to help you move towards employment. They can:

- connect you with local organisations for specialist support
- help explore **reasonable adjustments** and create a Health Adjustment Passport to share with employers
- advise on **Access to Work funding** for travel, equipment, and in-work support
- link you to Disability Confident employers who value **inclusive hiring**

Speak to your work coach at Crawley Jobcentre to see if a referral to a DEA is right for you.

Employability support for young people

The Make Trax Project is a free service for young people aged **16–29** who are **not** in education, employment, or training.

Run by Barnardo's in Crawley and Brighton & Hove, friendly coaches offer up to one year of personalised support to help you **return to education, start training, or find a job** that suits your goals.

The referral process is simple and only requires basic information. Learn more and apply at:



A special thanks to all our contributors

