

**BUILDING
FUTURES**



Work Experience Programme

**Accepting
Applications
Now!**

Who is it for?

- 16–29 year olds who have been out of education or work for some time, and may have barriers to regular employment

What are the benefits?

- hands-on work experience – a blend of office based work and community project work
- skills development
- training certificates
- coaching and mentoring in a supportive environment
- meeting people and making new friends
- supporting our community
- a varied 2 week programme
- breakfast, lunch and travel expenses provided

How do I apply?

- complete and return the application form to TSH, 30 Francis St, Stornoway or email to: hello@tshebrides.org.uk by 12:00 noon on Monday 23rd February 2026
- if selected, attend a "getting to know you" informal interview chat
- Programme start date is Monday 9th March for two weeks



**Unlock Your Potential with
on-the-job Experience!**

**Limited
Places!**

More about the Programme

Shadow the Third Sector Hebrides and Volunteering Hebrides staff teams who fulfil a number of diverse roles in the workplace

FOCUS
LEARN
GROW

Getting started

- **Work alongside our Hub Support Officer and Office Manager to build a work routine including communication systems, administration, facilities management, HR, and Health & Safety. Gain certificates in first aid, health and safety, food hygiene and good conversations.**

The working world

- **Join our Chief Executive, Finance Manager, Employability Advisor and Directors to learn about the world of work. Explore working roles in the Public Sector, Private Sector and Third Sector. Learn about money management and keeping financially safe online.**
- **Demystify pay-slips, employment contracts and staff handbooks – what do they all mean?!**
- **Build your CV, practice interview skills, attend staff and volunteers meetings.**
- **Listen to staff and volunteers share their stories about their working lives. Understand what a supportive colleagues looks like and how to become one, what a team looks like and how to become a vital team member.**

Get in the action, social action!

- **Shadow our project staff to deliver:**
- **group walks and cycles in the community with the Embark Project.**
- **Bloom Buddies gardening and polytunnel project.**
- **Social events – lunches, games and craft groups and outings with the Islanders Befriending Project.**
- **Shadow and support volunteers at our charity shop, learning about stock rotation, customer service, retail payments and good housekeeping.**
- **Be matched up with a volunteer buddy where required.**

Work Experience Programme Application Form

Please complete the form below (2 pages) with as much information as you can. We won't judge any of your answers, we just want to get to know you.

If you need help filling in the form, please get in touch and we'll be happy to help.

First Name:	Surname:
Address:	
Email:	Mobile No.:
Are you currently in employment or enrolled in full/part time education?	Yes _____ No _____
If you answered Yes, please let us know your employer and/or school/college:	
Do you have any qualifications?	
If you're not in work or education, how do you spend your days? (We won't judge)	
If you're not in work, what do you think are your barriers to employment?	
What sort of things do you find difficult?	
What do you enjoy doing in your free time?	

Work Experience Programme Application Form

What do you feel you're good at?	
What do you wish you were good at?	
How do you think the Work Experience Programme will help you?	
Do you have any additional support needs?	
References: please let us know one or two people who think you might be a good candidate for the programme: (We will only contact referees with your permission)	
Name: Phone No.: Email: How does this person know you?	Name: Phone No.: Email: How does this person know you?
<p>GDPR and consent to store your data:</p> <p>In order to run the programme, we are required to process and store your personal information in a safe and secure manner.</p> <p>I give permission for my personal details to be stored and processed by Third Sector Hebrides for the duration of my involvement with the organisation.</p> <p>I confirm the information I have supplied above is correct.</p>	
Signed: _____ Date: _____	