

ADDITIONAL EMPLOYMENT & SETTLEMENT RESOURCES

Employment Assistance, Volunteering & Job Market Information

Multicultural Learning and Support Services (MCLaSS)

I highly recommend you contact MCLaSS for one-on-one advice with your CV and cover letter. They are an organisation that can assist you in many ways especially with the following:

- Writing CV's and cover letters
- Practicing interview skills
- Learning how to job-search
- Learning about work-place customs and expectations
- Understanding the particular job requirements

For more information on MCLaSS please look at the following site www.mclass.org.nz and email Fiona at fiona.mclass@xtra.co.nz

People who can use our employment support services must be migrants and refugees:

- who are looking for work as professionals, skilled workers or unskilled workers *and*
- whose first language is not English *and*
- who live in the Wellington region (Wellington, Porirua, Hutt Valley) *and*
- who are legally entitled to work in New Zealand.

Job Mentoring Service

Another great service is the Job Mentoring Service. The Job Mentoring Service provides networking opportunities and ongoing one-on-one employment support to new skilled migrants and refugees from a non-English speaking background.

A trained volunteer Job Mentor works one-to-one with a Job Seeker offering regular support, advice, contacts and information on how to find relevant work in Wellington.

There are also monthly network nights where job seekers and job mentors come together to share ideas and experience. Each network night has a guest presenter discussing the key aspects of job searching here in New Zealand.

For more information please contact Olga Smith, the Job Mentoring Coordinator on jobmentor.wellington@englishlanguage.org.nz or 04 384 1992 or have a look at the website <http://www.jobmentor.org.nz/>.

To register with the job mentoring service, you need:

- To have a valid work visa (not a working holiday visa), or you need Permanent Residence. If you have a work visa you need at least 6 months left before its expiry date to be able to be matched with a job mentor.
- To be from a non-English speaking background and have not succeeded in getting a job professional role in New Zealand yet
- A good level of written and spoken English
- Have tertiary qualifications and professional experience
- To be flexible, available and open to taking advice and ideas from job mentors

New Kiwis

We do recommend that migrants register on New Kiwis website www.newkiwis.co.nz. The New Kiwis site is attractive to employers because it is free and easy to use. Employers don't necessarily need to advertise their roles on the site, but they can very easily download their own shortlist and contact candidates within minutes to set-up interviews.

Volunteer Wellington

Volunteering is a great way to get involved with the local community, expand your network, gain valuable experience in a New Zealand work environment, and obtain references for employment opportunities.

Volunteer Wellington is an independent non-profit organisation that provides the essential voluntary workforce needed to maintain and sustain the work of 401 community-based organisations in the greater Wellington region. They assist and train organisations in the management of volunteers, to enhance the experience for both the organisation and the volunteer.

Contact Pauline Harper at vw@volunteerwellington.org.nz or by phone at 04 499 4570 if you would like to volunteer with a community organisation or just to find out more information.

Careers New Zealand

I also recommend that you visit the Career NZ website <http://www.careers.govt.nz/>.

There is excellent information and advice on job seeking <http://www.careers.govt.nz/how-to-get-a-job/> and job interest areas for the NZ market:

<http://www.careers.govt.nz/tools/skill-matcher/>

<http://www.careers.govt.nz/tools/careerquest/>

Settlement & Networking Resources

Immigration New Zealand

There is currently an on-line service to help support settlement for new migrants. The website is www.newzealandnow.govt.nz. You may also call 0508 558 855 and Press "2" if you wish to speak to someone on the phone. Or you can email your questions to newmigrantinfo@mbie.govt.nz.

Wellington Newcomers Network

This is a social group that meets regularly and provides an opportunity for newcomers to make new friends, find out about local events and get involved in the community. They will often meet for drinks at a pub, go for hikes, arrange potluck dinners, etc. Check out their website here: <http://www.newcomers.co.nz/regions/wellington-wairarapa/wellington/> and click on 'Join Us' if you would like to be a part of this group.

Citizen's Advice Bureau (CAB)

When you contact a CAB you will receive a free and confidential service of information, advice and support. They aim to enable you to deal with your own problems. In summary, they listen, thoroughly research options and explain the information in a way that you can use it. If it's appropriate, they act on your behalf. Examples of services they provide:

- **Language Link service** – provides the core CAB service of information, advice and support, including an interpreting service. Over 20 different languages offered.

- **Specialist advice** – JP services, legal services, budgeting, finance & tax services, emergency food assistance, employment services
- **Service for new migrants** – can help with issues such as work & study visas, residency & citizenship, working in NZ, finding a place to live, education for you and your children, Justices of the Peace, benefits and publicly funded services, democracy in NZ, customs, colloquialisms and communication

Visit their website at: <http://www.cab.org.nz/Pages/home.aspx> for more information and to find a Citizens Advice Bureau office near you.

Meetup.com

Most employers hire based on word-of-mouth referrals, so increasing your networks and meeting people is probably one of the best ways to find out about jobs. Meetup.com is a website that has different groups organising “meetups” based on their interests, hobbies and professional affiliations. For example, there is the Test Professionals Network, Social Enterprise Wellington, Write Wellington, or even the Wellington Ukulele Peace Network NZ. Whatever your interests, there’s sure to be a meetup group for it! Get involved with a group that interests you and you never know, you may meet your next employer or colleague there! www.meetup.com

Toastmasters

Toastmasters is a worldwide programme where people - organised in Clubs - improve their leadership skills, communication skills and learn how to speak in public. All this in a safe, supportive environment.

Toastmasters learn by:

- Practising speaking in front of the group
- Listening to others speak to the group
- Evaluating and listening to evaluations of speeches
- Following the Toastmasters programme of advancing in steps

Not only will Toastmaster’s help you to improve your public speaking and leadership skills, you’ll also get to meet new people (again increasing that all important network!) and demonstrate on your CV that you are a confident and proven communicator.

To join Toastmasters or to find out more information, visit their website at: http://www.toastmasters.org.nz/join_toastmasters

English Language Training

(note: fees may apply for some programmes/courses)

Please note: we do not endorse any particular ESOL programme or provider. It is up to you to research credible programmes/courses/providers, and to determine which is right for you.

MCLaSS

They offer Beginner General English (in Wellington) and Beginner Pre-employment English (in Wellington, Porirua and Hutt City). Go to their website to find out more information and if you qualify for their programmes:

<http://mclass.org.nz/esol-programmes/>

English Language Partners

They offer English Language Groups, ESOL Home Tutoring, English for Employees, ESOL-Literacy and English for Migrants. Go to their website to find out more information and if you qualify for their programmes:

<http://englishlanguage.org.nz/learn-english>

Community Education Centre – Wellington High School

Become more confident and improve your English language skills in their wide range of programmes, from Beginner to Advanced. ESOL courses are subsidised for Permanent Residents and Citizens.

<http://www.cecwellington.ac.nz/course-catalogue/6-english-language-esol>

Private/Alternative ESOL Providers

If you would like comprehensive English language training and can afford to pay tuition, you may also wish to consider some of these local institutions.

The Campbell Institute: www.campbell.ac.nz

English Language Proficiency Programme at Victoria University:
<http://www.victoria.ac.nz/international/study-options/esl.aspx>

New Zealand Language Centres: <http://nzlc.ac.nz/>

Other Resources

Dress for Success

Dress for Success Wellington improves women's lives by supporting them to succeed in work. They provide quality clothing, styling advice and a network of support as women begin their career journey. <http://www.dressforsuccesswgtn.org.nz/>

Their services include:

- **Professional dressing service** – provide women with styling advice, suits and other business clothing for all shapes and sizes, along with shoes and other accessories (free of charge!). Must be referred by one of the following Referral Agencies:
 - Work & Income Branch
 - Citizens Advice Bureau
 - Salvation Army Employment Plus
 - Women's Refuge
 - Workbridge
 - ACE Employment
 - ACTS Institute
 - Oasis Network
 - Q-nique Services
- **Breakfast club** – six-week-long programmes that support clients by keeping them motivated, connected and work-ready.
- **Professional women's group** – provides employed clients with support, information and inspiration for success in work and life.

For more information, contact them at 04 473 2940 or by email at wellington@dressforsuccess.org