

Can you help with a corporate volunteering opportunity that would support NHS Head Injury clients with back to the workplace support – specifically the Work Preparation Group?

The Volunteering Opportunity:

- Support a Monday session between 9th February to 23rd March 2026
 - Face to face at Aylesbury (Brookside Clinic) or remote in on Teams for 90 mins (10.30am-12 noon)
 - Each session with Head Injury Clients is dedicated to discussing a specific topic
 - From understanding job descriptions, what and how to disclose injury / disability, understanding application forms, best practice CV and cover letter writing, interview skills, to mock interviews (see attached)
- On 20th April – support a specific session on Employers perspectives on disability and evaluation, hearing how businesses support applicants and their policies

Context:

- **The Community Head Injury Service (CHIS) supports people with the short, medium, and long-term consequences of brain injury. Based at the Brookside Clinic in Aylesbury, services are provided to the whole of Buckinghamshire and the surrounding areas.**
- The service provides a specialist vocational rehabilitation programme designed to bridge the gap between rehabilitation and employment after a brain injury.
- The service develops strategies that will help clients return and stay at work. This can include attending a work preparation group, community-based activities and individual input tailored just for you.

The above volunteering opportunity focusses on the work preparation group, a series of sessions that would really benefit from your experience and expertise.

The session timetable is below so you can see which topic is being discussed on which Monday **(dates where support is needed are shown in green)**.

If you (or a colleague) can support a specific session or you require more information, then please email Nigel Naylor-Smith, BUCKINGHAMSHIRE HEALTHCARE NHS TRUST on n.naylor-smith@nhs.net copying in Martin Hillier, NHS Placement Consultant, BUCKINGHAMSHIRE HEALTHCARE NHS TRUST on martin.hillier@nhs.net

Work Preparation Group 2026

Monday's

10.30am – 12 noon

Face to face & Microsoft Teams

Week	Date	Session	Therapist
1	Corporate volunteers not required	Introductions What is Work Preparation? Looking at what work preparation is, and why it is important. What to expect in the coming weeks and there will be an opportunity to ask questions.	Face to face
			Remote
2	Corporate volunteers not required	My Experience Hear from clients who have been through the working out programme and are in paid work now	Face to face
			Remote
3	19 th January	What am I good at? What job should I go for? Advantages and disadvantages of returning to a previous job or moving onto a new type of job. Tips and resources for how to look for a new career.	Face to face
			Remote
4	26 th January	Where do I look for work? How do I know which job to go for? Looking at job searching and skills matching. Looking at what skills you currently have and how these transfer into a range of workplaces. Exploring a range of online resources available for job searching.	Face to face
			Remote

5	2 nd February	The Web and A.I. in finding work Explore how you can use the web and A.I. to job search make or adapt a CV to prepare for an interview and more	Face to face
			Remote
6	9 th February	Job Descriptions Looking at the differences between job descriptions and person specifications and 'de coding' these and how to match yourself to one.	Face to face
			Remote
7	16 th February	Disclosure What does disclosure mean? Why is it important? We will look at when to disclose, how to disclose, who to and what to disclose.	Face to face
			Remote
8	23 rd February	Application Forms What applications ask for, the difference between application forms and CV's, creating an application form checklist.	Face to face
			Remote
9	2 nd March	CV Writing & Covering Letters Exploring what a CV is and how to write one, what a covering letter is and what to include.	Face to face
			Remote
10	9 th March	How to shine in the application process Opportunities to sell yourself, top tips, strengths and weaknesses.	Face to face
			Remote
11	16 th March	Interview Skills Looking at the different types of interviews, what to expect and top tips on how to prepare for these. Thinking about what employees are looking for and how to answer a range of questions.	Face to face
			Remote

12	23 rd March	<p align="center">Mock Interviews</p> <p>Put all the skills learned into practice. You will be given a job scenario to interview for via MS teams or in person.</p>	Face to face
			Remote
13	Corporate volunteers not required	<p align="center">Mock Interview Feedback</p> <p>An opportunity to reflect on the mock interviews and to receive constructive feedback.</p>	Face to face
			Remote
14	Corporate volunteers not required	<p align="center">Mock Interview Feedback</p> <p>An opportunity to reflect on the mock interviews and to receive constructive feedback.</p>	Face to face
			Remote
15	20 th April	<p align="center">Employers perspectives on disability and evaluation</p> <p>Hear from employers on their experience of employing disabled people, how they support applicants and their policies.</p>	Face to face
			Remote