



**BALLYMUN  
JOB CENTRE**

Building a Brighter Future With Work

## Welcome to our First Newsletter!

In the first issue of BJC's quarterly newsletter you will find details about our new range of online guidance services and information regarding upcoming training courses and local events.

Visit our Website

We remain closed to the public at this time but staff can be contacted via phone and email from 9am to 5pm Monday through Thursday and 9am to 4pm on Friday. Contact us at **01 866 7000** or [info@bmunjob.ie](mailto:info@bmunjob.ie) for assistance.



Please follow our social media pages and visit our website for regular news, updates, and information about job listings and training opportunities.

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### BJC's New Online Services

The Ballymun Job Centre now offers the following career guidance and Job Club services via the Zoom video app:

- One-to-one guidance meetings
- CV and cover letter assistance
- Interview preparation
- Job-seeking advice
- Training and education resources

Funding may be available to you to access employment opportunities. Please call or email to schedule an appointment with a guidance officer.

### 10 Tips for Preparing for a Zoom Interview

**Get familiar with the technology** - Download the app ahead of time (it's available for mobile phones as well as computers on the [Zoom website](#)). Make sure you have your meeting link and access code from the employer, too. They should set everything up and provide this info. If not, ask them for it.

**Set up a distraction-free area** - Inform other members of your household that you are being interviewed.

**Be on-time but not early** - It is recommended to enter your Zoom interview 2-3 minutes before the scheduled time, but no sooner.

**Prepare answers to the most common questions** - You can put post-it's on a wall or board behind your screen - out of sight to prompt you to use keywords etc.



**Speak slowly and clearly** - Before your interview, practice talking slowly and clearly. Even if you have a great internet connection, the Zoom call might cut out for a fraction of a second here and there, and you'll be much easier to understand if you're talking slowly and not rushing through your responses. This will also make you seem more relaxed and confident.

**Work on your body language** - Avoid tapping your hands or feet, clenching your jaw, or doing anything else that will distract from your answers or make you appear nervous or tense. Eye contact is also important. Practice looking into your webcam as you talk, rather than looking at the video of yourself in the corner of your screen. That will help it feel more like a real conversation and will help the interviewer feel like they're getting to know you better.

**Double-check the date and time of your interview** - The last thing you want to do is miss your interview because of a time mix-up so check the email from the employer. This is a simple step but will avoid a lot of potential embarrassment and

**Write down questions to ask the interviewer-**  
This demonstrates to the interviewer that you are very interested in the position

**Choose an appropriate interview outfit** - Avoid clothing that is distracting or brightly coloured. Make sure it's wrinkle-free and looks clean and new. By doing this ahead of time, you'll have one less thing to worry about or stress over on the day of your interview.

hassle.

**Don't be afraid to ask for clarification if you need it** - It's okay to ask for clarification on something or ask the interviewer to repeat a question once or twice in your interview. This is true in any job interview and especially a video interview. If you didn't hear a question clearly, ask them to repeat it. If you're unsure what exactly they're asking, ask them to clarify.

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## Exciting Training Opportunities

**NCU Training** is offering the following courses online. Click the link below for more information on these and other courses.

- Integrated Care Skills & Care of the Elderly
- COVID-19 Compliance Officer
- Special Needs Assisting
- Manual Handling

[NCU Upcoming Courses](#)

**Irish School of Motoring** is offering forklift operator training on their premises. Please contact their office on **01 864 1790** or email [info@ism.ie](mailto:info@ism.ie) for more information.

[Irish School of Motoring Website](#)



## Managing Your Health & Well-being

**Summer Wellbeing Festival**  
Stay Connected & Creative

**Date: Wednesday June 24<sup>th</sup>**  
**Time 10am - Midday**  
**Format:**  
**Venue: Online.**  
Set Up instructions for Zoom available on application



### Summer Well-being Festival

On Wednesday 24th June the **Recovery College** invites you to join them for a free two hour online celebration of mental health well-being in the community. This year's theme is "Staying Connected and Creative." To register contact Recovery College at [recoverycollege@dcu.ie](mailto:recoverycollege@dcu.ie) or phone **01 700 7907**.

### HSE Launches Free Text Line for Mental Health Services

This week the HSE launched a new mental health support service. 50808 is a free text line providing everything from a calming chat to immediate support for people going through a mental health or emotional crisis. Crisis Volunteers are available 24/7 for anonymous, supportive text conversations. Text TALK to **50808** to begin.

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### Spotlight: BJC High Support Services

On behalf of the Ballymun Local Drugs Task Force (BLDTF), the BJC offers a service to people who have or have had drug or alcohol issues. The service aims to develop bridging supports for clients coming from a background of drug or alcohol use. The High Support team offers clients

the following interventions:

### Individual Supports and Referrals to External Agencies

The service works directly with individuals to provide relevant and ongoing support in the area of employment and training. Some interventions involve signposting to other agencies that can help i.e. for housing, addiction or legal issues. Our staff have training in addiction and mental health and are experienced to deal with these issues. All of these interventions are tailored to the client's needs.

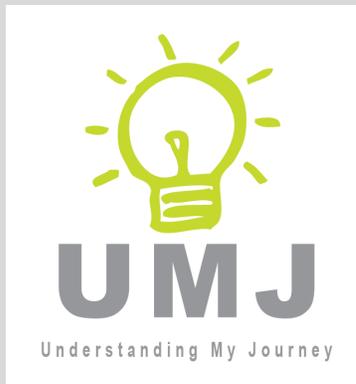


### On-Site Training

The service has developed training activities specifically designed for this client group. This mostly includes on-site training which encourages the development of career aspirations and confidence and skills relevant to further education and training. The High Support service is always open to developing new training based on emerging needs.

### Access to Drug Task Force Bursary Funding

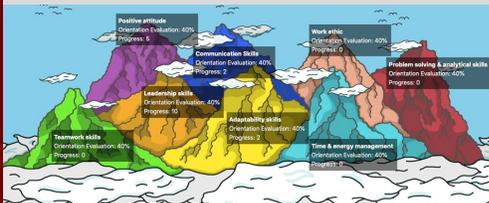
Clients who are presently engaging, or considering engaging with the High Support Service may be eligible to avail of funding for certain training through the Drug Task Force Education Bursary Fund. For more information on this fund including eligibility and how to access it, please contact the High Support Service on **01 866 7000**.



## Check Out the Understanding My Journey Soft Skills Development App

Understanding My Journey: Supporting Soft Skills Development for Young People is a cross-sector Erasmus + project being led by Ballymun Job Centre along with 6 European partners in Croatia, the UK, Italy, Portugal, Poland, and Greece.

Understanding My Journey aims to support the soft skills and personal development of young people aged 16-30, across a range of contexts and sectors. The UMJ partnership have created 8 different PDF soft skill Toolkits and have just launched our new interactive web-based app. The app takes the metaphor of a 'journey', with stages on a mountain climb, to gamify the approach used in the PDF Toolkits. Avatar 'mentors' will take young people on a journey towards developing their soft skills, and at the beginning and end, they will be able to evaluate and measure their skills digitally. Click the link below to sign up for a UMJ app account today to start your own soft skills journey!



[Click Here to Try Out the UMJ App](#)



## INSPIRE – NEW ONLINE YOUTH MENTORING PROGRAMME

Are you aged between 18 - 25 and need support in planning for your future? If so, register for INSPIRE, an online mentoring programme to help you move forward in your life - a referral form is available from the Ballymun Job Centre 01 866 7000.



## INSPIRE Online Youth Mentoring Programme

If you're between ages 18-25 and need support planning for your future, you may be interested in registering for INSPIRE, a new online mentoring programme.

Contact BJC on **01 866 7000** for a registration form.

Co-funded by the Erasmus+ Programme of the European Union



An Roinn Gnóthaí Fostaíochta agus Coimisce Sóisialaí  
Department of Employment Affairs and Social Protection

