

# JEM (JOBSEARCH-EMPLOYMENT-MENTORING)

England & Wales · Charity number 1158436

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2014-09-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 97 Empress Road  
Derby  
DE23 6TF

**Phone** 01332204020

**Email** [jemderby@yahoo.com](mailto:jemderby@yahoo.com)

**Website** [www.jemderby.org](http://www.jemderby.org)

## Activities

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**Objects:** THE RELIEF OF UNEMPLOYMENT FOR THE BENEFIT OF THE PUBLIC, IN PARTICULAR BUT NOT EXCLUSIVELY AMONGST PEOPLE FROM BME COMMUNITIES, EASTERN EUROPEAN MIGRANTS, REFUGEES, INDIVIDUALS WITH MENTAL AND PHYSICAL HEALTH CONDITIONS AND THE LONG TERM UNEMPLOYED LIVING IN DERBY, BY THE PROVISION OF ADVICE AND TRAINING CONCERNING EMPLOYMENT, JOB SEARCH AND JOB CLUB FACILITIES AND EMPLOYABILITY AND SKILLS WORKSHOPS AIMED AT EQUIPPING AND PREPARING INDIVIDUALS TO ENTER OR RE-ENTER THE LABOUR MARKET, VOLUNTARY WORK OR FURTHER EDUCATION.

**Activities:** JEM is a community based organisation which provides a free rolling programme of employability and skills workshops aimed at equipping and preparing individuals, aged 19 years and over living in the Normanton and Arboretum districts of Derby, to enter or re-enter the labour market, voluntary work or further education. Our approach focuses on confidence building and raising self-esteem.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

- Derby City
- Derbyshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£13,000	£10,299	-	-
2024-03-31	£27,444	£27,021	-	-
2023-03-31	£37,765	£38,795	-	-
2022-03-31	£40,770	£31,546	-	-
2021-03-31	£37,845	£28,548	-	-

## Trustees

Name	Role	Appointed
FERID KEVRIC		2017-11-29
LYDIA GRIGNION		2013-10-10
MR KAMAL AMIER		2013-05-20
Mr Nasir Kiani		2025-09-06
Mr Ravinder Dosanjh		2025-09-06
Narges Yavari		2015-01-22

**JEM (JOBSEARCH-EMPLOYMENT-MENTORING)**

England & Wales - Charity number 1158436

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# Accounts

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**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**

**FOR**

**31 MARCH 2024**

**Charity Number 1158436**

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2024**

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# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the trustees of JEM (Jobsearch-Employment-Mentoring)

I report on the accounts for the year ended 31 March 2024 which are set out on pages 2 to 4.

### **Respective responsibilities of the trustees and examiner**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*M. Newey*

Mark Newey ACMA  
Derby Community Accountancy Service  
Babington Lodge  
128 Green Lane  
Derby  
DE1 1RY

*31/7/2024*

Date



**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 MARCH 2024**

<b>2023</b>			<b>2024</b>
<b>£</b>			<b>£</b>
23264	Balance at Bank		23687
0	Cash		0
<u>0</u>	Debtor		<u>0</u>
<u>23264</u>			<u>23687</u>
50	Creditors	note 2	0
<u>23214</u>	Net Assets		<u>23687</u>

  
\_\_\_\_\_  
Treasurer

2/8/04  
Date

  
\_\_\_\_\_  
Chair

02-08-2024  
Date

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### NOTES TO THE ACCOUNTS

**Note 1**  
**Grants**

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
National Lottery Community Fund	0	19892	19892	26265
Garfield Weston Foundation Fund	5000	0	5000	5000
YAPP Charitable Trust	0	2500	2500	2500
Allen Lane	0	0	0	4000
	<b>5000</b>	<b>22392</b>	<b>27392</b>	<b>37765</b>

**Note 2**  
**Creditors**

	Total 2024	Total 2023
	£	£
HM Revenue and Customs	0	50
	<b>0</b>	<b>50</b>

**Note 3**  
**Restricted Funds**

	Closing Balance	Income	Expenditure	Closing Balance
	£	£	£	£
National Lottery Community Fund	6912	0	6912	0
Awards for All	6164	0	6164	0
YAPP Charitable Trust	0	2500	2500	0
Awards for All 2024/25)	0	19892	0	19892
	<b>13076</b>	<b>22392</b>	<b>15576</b>	<b>19892</b>

**JEM (JOBSEARCH-EMPLOYMENT-MENTORING)**

England & Wales - Charity number 1158436

---

# Accounts

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# **Jobsearch-Employment-Mentoring (JEM)**

## **Annual Report 2022**

### **Aim of JEM**

JEM is a registered charity which provides ESOL, employability skills training, IT and one-to-one mentoring support. The aim is to improve the employment prospects and life chances of migrants, refugees and asylum seekers so they are better able to enter the labour market, voluntary work or further education.

### **Introduction**

This report covers the period between January 2022 and December 2022. JEM has continued to provide face-to-face support as many learners have no access to computers nor the internet. In doing so, JEM has become more 'visible' to other local organisations and as a result, has further increased its reach. For example, the local Jobcentre Plus has asked for and received details of JEM's services which has been circulated across their network. Similarly, Derby Red Cross has circulated information about JEM's service amongst its network. Also, JEM's work has become more embedded in the community and beneficiaries have been spreading the word and signposting others to it.

In order to increase capacity to meet the increased demand on our service, we recruited additional volunteer IT trainer who has completed an ESOL skills training. We have been working on the following project:

'From isolation towards social Inclusion Project' is a three-year project funded by the National Lottery Community Fund, which started in December 2019 and completed in November 2022. The project's aim was to improve the employment prospects and life chances of asylum seekers and refugees by providing them the opportunity to acquire English language, computer, employability, communication and interpersonal skills, which would help them to achieve their potential. It also aimed to help improve their cultural awareness including understanding British values (democracy, the rule of law, freedom of speech, equality and diversity, mutual respect and tolerance of those with different faiths and beliefs, individual liberty etc.) so they are better able to engage and participate in the life of the community, thus reducing social isolation which would help improve wellbeing and quality of life.

### **Activities**

Over 63 people have been helped during the period. Of these, 43 are asylum seekers, 11 are refugees and 9 unemployed people. They accessed:

- 40 ESOL classes covering speaking, listening, reading and writing in English; the English alphabet, numbers, as well as understanding of dates and times. How to introduce oneself and ask questions; speaking in the past, present and future

tenses and communicating about daily routines such as shopping and asking for directions.

- 38 Employability skills classes covering job search techniques, interview and presentation skills, CV and cover letter preparation, completing job application forms and health and safety at work.
- 42 IT classes which provided an understanding of how to use a computer. This covered how to use the mouse, keyboard skills, how to access the internet including searching for a job on the internet, sending and receive emails, creating a document and saving it, printing and attaching documents to emails, how to use 'LearnMyWay' online resources and staying safe on the internet.
- 43 Mentoring support, which is a thread that runs through all the project activities, covers confidence building and self-esteem, social skills, explore issues and barriers they may be facing. British values including democracy, the rule of law, individual liberty, tolerance of those with different faiths and beliefs are also discussed.

### **The difference the project has made**

Of the 11 refugees, 5 have found employment and the others are either looking for employment or in further education.

Assessment of the student's learning journey has shown that there has been marked improvements as most of the students can now hold a reasonable conversation in English by way of self-introduction, asking for directions, holding basic conversation and are able to communicate at the supermarket, doctor's surgery and on public transport. This marked development is significant as learners had limited or no English at the start of their learning journey.

At individual level, the project has improved the life chances of asylum seekers and refugees in so many different ways through:

- Better understanding of the English language
- Increased motivation, confidence and self-esteem
- Reduction in social isolation
- Improvement in employability skills
- Computer skills
- Improved timekeeping, teamwork and social and interpersonal skills
- Improvement in social integration resulting in community cohesion

### **Referrals**

JEM received referrals from Jobcentre Plus, Well for Life, Derby College, Migrant Help and Urban Housing.

## **Outreach**

We continue to provide ESOL, cultural awareness sessions and mentoring for asylum seekers at Urban Housing.

## **Networks**

JEM is part of a number of community networks including ESOL Providers Forum, Refugee and Asylum Seekers Co-ordination group and New Communities Networking Forum.

Once again, I would like to take the opportunity to thank our funders, the Board of Trustees, project workers and volunteers for their help, support and contribution to this year's success.

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**  
**FOR**  
**31 MARCH 2023**

**Charity Number 1158436**

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**  
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# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the trustees of JEM (Jobsearch-Employment-Mentoring)

I report on the accounts for the year ended 31 March 2023 which are set out on pages 2 to 4.

### **Respective responsibilities of the trustees and examiner**

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### **Independent examiner's statement**

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Mark Newey ACMA  
Derby Community Accountancy Service  
Babington Lodge  
128 Green Lane  
Derby  
DE1 1RY

17/5/23

Date

# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2023


2022		Unrestricted Fund	Restricted Funds	2023
Total £		£	£	Total £
	<b>Receipts</b>			
39670	Grants	9000	28765	37765
1100	Donations	0	0	0
0	Interest	0	0	0
<u>40770</u>		<u>9000</u>	<u>28765</u>	<u>37765</u>
	<b>Payments</b>			
24410	Salaries and Tax	0	25937	25937
3730	Premises hire	0	3078	3078
398	Travel expenses	0	653	653
168	Refreshments	0	156	156
620	Office supplies	0	429	429
496	Telephone	0	554	554
131	Equipment	0	6485	6485
1380	Admin	0	1395	1395
214	Sundry	0	108	108
<u>31546</u>		<u>0</u>	<u>38795</u>	<u>38795</u>
<u>9224</u>	Surplus/(Deficit) for year	<u>9000</u>	<u>-10030</u>	<u>-1030</u>
15071	Opening Balances	1188	23106	24294
<u>24294</u>	Closing Balances	<u>10188</u>	<u>13076</u>	<u>23264</u>

# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 MARCH 2023

2022			2023
£			£
24294	Balance at Bank		23264
0	Cash		0
0	Debtor		0
<u>24294</u>			<u>23264</u>
363	Creditors	note 2	50
<u>23931</u>	Net Assets		<u>23214</u>

  
\_\_\_\_\_  
Treasurer

10<sup>th</sup> 6 2023  
Date

  
\_\_\_\_\_  
Chair

1<sup>st</sup> 6- 23.  
Date

# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## NOTES TO THE ACCOUNTS

### Note 1

#### Grants

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
National Lottery Community Fund	0	26265	26265	32670
Garfield Weston Foundation Fund	5000	0	5000	0
Community Action Derby	0	0	0	4500
YAPP Charitable Trust	0	2500	2500	2500
Allen Lane	4000	0	4000	0
	<b>9000</b>	<b>28765</b>	<b>37765</b>	<b>39670</b>

### Note 2

#### Creditors

	Total 2023	Total 2022
	£	£
HM Revenue and Customs	50	363
	<b>50</b>	<b>363</b>

### Note 3

#### Restricted Funds

	Closing Balance	Income	Expenditure	Closing Balance
	£	£	£	£
National Lottery Community Fund	23106	16335	32529	6912
Awards for All	0	9930	3766	6164
YAPP Charitable Trust	0	2500	2500	0
	<b>23106</b>	<b>28765</b>	<b>38795</b>	<b>13076</b>

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**  
**FOR**  
**31 MARCH 2023**

**Charity Number 1158436**

**JEM**  
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# JEM JOBSEARCH-EMPLOYMENT-MENTORING

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Mark Newey ACMA  
Derby Community Accountancy Service  
Babington Lodge  
128 Green Lane  
Derby  
DE1 1RY

17/5/23

Date

# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2023

2022		Unrestricted Fund	Restricted Funds	2023
Total £		£	£	Total £
	<b>Receipts</b>			
39670	Grants <span style="float: right; font-size: small;">note 1</span>	9000	28765	37765
1100	Donations	0	0	0
0	Interest	0	0	0
<u>40770</u>		<u>9000</u>	<u>28765</u>	<u>37765</u>
	<b>Payments</b>			
24410	Salaries and Tax	0	25937	25937
3730	Premises hire	0	3078	3078
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<u>31546</u>		<u>0</u>	<u>38795</u>	<u>38795</u>
<u>9224</u>	<b>Surplus/(Deficit) for year</b>	<u>9000</u>	<u>-10030</u>	<u>-1030</u>
15071	<b>Opening Balances</b>	<u>1188</u>	<u>23106</u>	<u>24294</u>
<u>24294</u>	<b>Closing Balances</b>	<u>10188</u>	<u>13076</u>	<u>23264</u>

# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 MARCH 2023

2022			2023
£			£
24294	Balance at Bank		23264
0	Cash		0
0	Debtor		0
<u>24294</u>			<u>23264</u>
363	Creditors	note 2	50
<u>23931</u>	Net Assets		<u>23214</u>



Treasurer

10<sup>th</sup> 6 2023  
Date



Chair

15<sup>th</sup> 6- 23.  
Date

# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## NOTES TO THE ACCOUNTS

### Note 1

#### Grants

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
National Lottery Community Fund	0	26265	26265	32670
Garfield Weston Foundation Fund	5000	0	5000	0
Community Action Derby	0	0	0	4500
YAPP Charitable Trust	0	2500	2500	2500
Allen Lane	4000	0	4000	0
	<b>9000</b>	<b>28765</b>	<b>37765</b>	<b>39670</b>

### Note 2

#### Creditors

	Total 2023	Total 2022
	£	£
HM Revenue and Customs	50	363
	<b>50</b>	<b>363</b>

### Note 3

#### Restricted Funds

	Closing Balance	Income	Expenditure	Closing Balance
	£	£	£	£
National Lottery Community Fund	23106	16335	32529	6912
Awards for All	0	9930	3766	6164
YAPP Charitable Trust	0	2500	2500	0
	<b>23106</b>	<b>28765</b>	<b>38795</b>	<b>13076</b>

**JEM (JOBSEARCH-EMPLOYMENT-MENTORING)**

England & Wales - Charity number 1158436

---

# Accounts

---

# **Jobsearch-Employment-Mentoring (JEM)**

## **Annual Report 2021**

### **Aim of JEM**

JEM is a registered charity which provides ESOL, employability skills training, IT and one-to-one mentoring support. The aim is to improve the employment prospects and life chances of migrants, refugees and asylum seekers so they are better able to enter the labour market, voluntary work or further education.

### **Introduction**

This report covers the period between January 2020 and December 2020. Unlike other organisations that provide online services, JEM has continued to provide face-to-face support as many learners have no access to computers nor the internet. In doing so, JEM has become more 'visible' to other local organisations and as a result, has further increased its reach. For example, the local Jobcentre Plus has asked for and received details of JEM's services which has been circulated across their network. Similarly, Derby Red Cross has circulated information about JEM's service amongst its network. Also, JEM's work has become more embedded in the community and beneficiaries have been spreading the word and signposting others to it.

In order to increase capacity to meet the increased demand on our service, we recruited additional volunteer IT trainer who has completed an ESOL skills training. We have been working on the following project:

**'From isolation towards social Inclusion Project'** is a three-year project funded by the National Lottery Community Fund, which started in December 2019. The project aims to improve the life chances of asylum seekers by providing them the opportunity to acquire English language, computer, employability, communication and interpersonal skills, which will help them to achieve their potential. It will also help to improve their cultural awareness including understanding British values (democracy, the rule of law, freedom of speech, equality and diversity, mutual respect and tolerance of those with different faiths and beliefs, individual liberty etc.) so they are better able to engage and participate in the life of the community, thus reducing social isolation which would help improve wellbeing and quality of life.

### **Activities**

Over 55 people have been helped during the period. Of these, 21 are asylum seekers, 32 are refugees and 2 British. They accessed:

- 41 ESOL classes covering speaking, listening, reading and writing in English; the English alphabet, numbers, as well as understanding of dates and times. How to introduce oneself and ask questions; speaking in the past, present and future tenses and communicating about daily routines such as shopping and asking for directions.

- 34 Employability skills classes covering job search techniques, interview and presentation skills, CV and cover letter preparation, completing job application forms and health and safety at work.
- 39 IT classes which provided an understanding of how to use a computer. This covered how to use the mouse, keyboard skills, how to access the internet including searching for a job on the internet, sending and receive emails, creating a document and saving it, printing and attaching documents to emails, how to use 'LearnMyWay' online resources and staying safe on the internet.
- 40 Mentoring support, which is a thread that runs through all the project activities, covers confidence building and self-esteem, social skills, explore issues and barriers they may be facing. British values including democracy, the rule of law, individual liberty, tolerance of those with different faiths and beliefs are also discussed.

### **The difference the project has made**

Of the 32 refugees, 7 have found employment, 2 are doing voluntary work, and the others are either actively looking for employment or are in further education.

Assessment of the student's learning journey has shown that there has been marked improvements as most of the students can now hold a reasonable conversation in English by way of self-introduction, asking for directions, holding basic conversation and are able to communicate at the supermarket, doctor's surgery and on public transport. This marked development is significant as learners had limited or no English at the start of their learning journey.

At individual level, the project has improved the life chances of asylum seekers and refugees in so many different ways through:

- Better understanding of the English language
- Increased motivation, confidence and self-esteem
- Reduction in social isolation
- Improvement in employability skills
- Computer skills
- Improved timekeeping, teamwork and social and interpersonal skills
- Improvement in social integration resulting in community cohesion

### **Referrals**

JEM received referrals from Jobcentre Plus, Well for Life, Derby College, Migrant Help and Urban Housing.

### **Outreach**

We continue to provide ESOL, cultural awareness sessions and mentoring for asylum seekers at Urban Housing.

## **Networks**

JEM is part of a number of community networks including ESOL Providers Forum, Refugee and Asylum Seekers Co-ordination group and New Communities Networking Forum.

Once again, I would like to take the opportunity to thank our funders, the Board of Trustees and project workers for their help, support and contribution to this year's success.

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**  
**FOR**  
**31 MARCH 2022**

**Charity Number 1158436**

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

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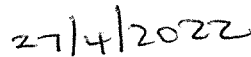
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Derby  
DE1 1RY



Date




**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 MARCH 2022**

<b>2021</b>			<b>2022</b>
<b>£</b>			<b>£</b>
15071	Balance at Bank		24294
0	Cash		0
0	Debtor		0
<u>15071</u>			<u>24294</u>
442	Creditors	note 2	363
<u>14628</u>	Net Assets		<u>23931</u>

  
\_\_\_\_\_  
Treasurer

27.5.2022  
Date

  
\_\_\_\_\_  
Chair

27.5.2022  
Date

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### NOTES TO THE ACCOUNTS

#### Note 1

##### Grants

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
National Lottery Community Fund	0	32670	32670	34845
Garfield Weston Foundation Fund	0	0	0	3000
Community Action Derby	0	4500	4500	0
YAPP Charitable Trust	0	2500	2500	0
	<b>0</b>	<b>39670</b>	<b>39670</b>	<b>37845</b>

#### Note 2

##### Creditors

	Total 2022	Total 2021
	£	£
HM Revenue and Customs	363	363
Salaries	0	79
	<b>363</b>	<b>442</b>

#### Note 3

##### Restricted Funds

	Opening Balance	Income	Expenditure	Closing Balance
	£	£	£	£
National Lottery Community Fund	11983	32670	21546	23106
Garfield Weston Foundation	3000	0	3000	0
YAPP Charitable Trust	0	2500	2500	0
Community Action Derby	0	4500	4500	0
	<b>14983</b>	<b>39670</b>	<b>31546</b>	<b>23106</b>

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**  
**FOR**  
**31 MARCH 2022**

**Charity Number 1158436**

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2022**

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# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the trustees of JEM (Jobsearch-Employment-Mentoring)

I report on the accounts for the year ended 31 March 2022 which are set out on pages 2 to 4.

### **Respective responsibilities of the trustees and examiner**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

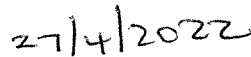
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Newey ACMA  
Derby Community Accountancy Service  
Babington Lodge  
128 Green Lane  
Derby  
DE1 1RY



Date




**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 MARCH 2022**

<b>2021</b>			<b>2022</b>
<b>£</b>			<b>£</b>
15071	Balance at Bank		24294
0	Cash		0
0	Debtor		0
<u>15071</u>			<u>24294</u>
442	Creditors	note 2	363
<u>14628</u>	Net Assets		<u>23931</u>

  
\_\_\_\_\_  
Treasurer

27.5.2022  
Date

  
\_\_\_\_\_  
Chair

27.5.2022  
Date

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### NOTES TO THE ACCOUNTS

#### Note 1

##### Grants

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
National Lottery Community Fund	0	32670	32670	34845
Garfield Weston Foundation Fund	0	0	0	3000
Community Action Derby	0	4500	4500	0
YAPP Charitable Trust	0	2500	2500	0
	<b>0</b>	<b>39670</b>	<b>39670</b>	<b>37845</b>

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	Total 2022	Total 2021
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Salaries	0	79
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Community Action Derby	0	4500	4500	0
	<b>14983</b>	<b>39670</b>	<b>31546</b>	<b>23106</b>

**JEM (JOBSEARCH-EMPLOYMENT-MENTORING)**

England & Wales - Charity number 1158436

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# Accounts

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## Annual Report 2020

### 1.0 Introduction

Jobsearch | Employment | Mentoring (JEM) is a registered charity which was set up in October 2013 in response to concerns raised by the Black, Asian and Minority Ethnic (BAME) community about the negative effects of high unemployment on marginalised and disadvantaged groups within the community - to provide employability skills training and mentoring support to help improve the employment prospects and life chances of affected individuals.

The report covers the period between December 2019 and December 2020 and it is informed by evidence which includes the number of learners registered on the project, attendance figures, training sessions attended, and feedback from learners.

Specifically, JEM's application had the following aims:

To support 40 refugees and asylum seekers per year by providing:

- 30 ESOL classes;
- 30 Employability skills workshops (Job search, interview and presentation skills);
- 40 Computer training classes;
- 36 Mentoring support;
- Cultural awareness and British values.

Section 2.0 below provides some evidence that shows how JEM achieved these aims:

### 2.0 Activities

Following confirmation of the National Lottery Community Fund, we recruited three project staff (ESOL/Employability Trainer, IT Trainer and Project Co-ordinator/Mentor) in November 2019; and after induction, they started delivering the project in December 2019.

A summary of project activities is presented as follows:

Over 58 people have been helped during the period. Of these, 49 are asylum seekers and 14 have achieved refugee status. They accessed:

- 30 ESOL classes covering speaking, listening, reading and writing in English; the English alphabets, numbers, as well as understanding of dates and times; how to introduce oneself and ask questions; speaking in the past, present and future tenses; communicating about daily routines such as shopping and asking for directions.
- 21 Employability skills classes covering job search techniques, interview and presentation skills, CV and cover letter preparation, completing job application forms and health and safety at work.

- 39 IT classes which provided an understanding of how to use a computer, covering: how to use the mouse; keyboard skills; how to access the internet including searching for a job on the internet; send and receive emails; creating a document and saving it; print and attach a document to an email; how to use 'LearnMyWay' online resources; and staying safe on the internet.
- 37 Mentoring support, which is a thread that runs through all the project activities, covers confidence building and self-esteem; social skills; explore issues and barriers they may be facing; a discussion of British values including democracy, the rule of law, individual liberty, tolerance of those with different faiths and beliefs. This support was provided on an appointment basis.

### **3.0 Partnerships**

JEM does not work in isolation but is linked to other organisations and it is an integral part of the infrastructure that supports refugees and asylum seekers in a variety of ways ranging from food banks and clothes banks, to benefits advice and arranging family reunions.

These organisations include:

- Derby Refugee Advice Centre;
- Bosnia and Herzegovina Association;
- Red Cross;
- Urban Housing;
- Migrant Help;
- Derby Adult Education Service;
- Derby Community Action;
- Derby News;
- Upbeat Communities;
- Multi-faith Centre;
- Derby College;
- Jobcentre Plus;
- Well for Life.

By working with partner organisations, JEM is able to raise awareness of the complex needs and barriers faced by refugees and asylum seekers and how they could support them when they are accessing their services. Additionally, this allows JEM to share best practice to develop a co-ordinated response in order to avoid duplication.

### **4.0 The difference the project has made**

Of the 14 people who have achieved refugee status, 9 have found employment, 1 is doing voluntary work, and the others are either actively looking for employment or are in further education.

Despite the multiple lockdowns due to COVID-19 pandemic, assessment of the students learning journey has shown that there has been marked improvements as most of the students can now hold a reasonable conversation in English by way of

self-introduction, asking for directions, holding basic conversation and are able to communicate at the supermarket, doctor's surgery and on public transport. This marked development is significant as learners had limited or no English at the start of their learning journey.

At individual level, the project has improved the life chances of asylum seekers and refugees in so many different ways through:

- better understanding of the English language;
- increased motivation, confidence and self-esteem;
- reduction in social isolation;
- improvement in employability skills;
- Computer skills;
- improved timekeeping, teamwork and social and interpersonal skills;
- improvement in social integration resulting in community cohesion.

Below are comments made by course participants when asked the question 'what has been your experience at JEM':

- *"I enjoyed the course. You can have a laugh as well as learn".*
- *"I learn better here than the other places I have been because of the relaxed atmosphere and respectful and helpful manner of tutors".*
- *"They made me believe I can achieve my goal".*
- *"They provided excellent tuition. I now have the ability and confidence to apply for jobs and write CVs.*
- *"I registered on the course at JEM because they seem to understand my problems".*
- *"The course at JEM has given me confidence and renewed sense of purpose".*

Also, feedback from Derby College indicates a noticeable difference of improved English language skills and confidence among students who have attended classes at JEM.

At organisational level, JEM has increased its public awareness of the services it provides through media coverage and attendance at network meetings – resulting in increased profile which has enabled the organisation to reach an even larger and/or more diverse audience. Furthermore, staff and volunteers have acquired knowledge and project management and evaluation skills which will help the organisation to produce more and better projects in future. Moreover, some of the impacts may be felt in the medium to long term, possibly beyond the lifetime of the project. In particular, some of the asylum seekers who achieve their refugee status will progress to become volunteers, enter further education and/or find employment, and become integrated into the community. Those who gain employment will no longer receive Job Seekers Allowance, but become tax payers; and with their increased purchasing power, will contribute to the local economy.

## **5.0 Challenges**

Prior to the first lockdown in April 2020, the organisation considered delivering its services on line via zoom. However, in consultation with learners this was not possible as learners did not have access to computers. Those with smart phones had no access to the internet and often run out of credit on their phone.

The only realistic option was to continue with face-to-face service delivery, which, to comply with COVID-19 social distancing and hygiene regulations, the physical environment of the centre had to be reorganised in order to hold smaller classes. And to make the centre COVID-19 secure, JEM applied for, and received grant from the National Lottery Community to purchase PPE, hand sanitisers, gloves etc. Staff and volunteers had to be inducted in the correct use of PPE, as well as being familiar with the organisation's guidelines which set out how to ensure that learners, staff, volunteers and visitors to the centre are as safe as possible.

The other challenge has been to ensure that learners from different religious traditions and cultural backgrounds (Bahai/Shia/Sunni/Christian) co-operate and work together in class. This has meant creating a welcoming, relaxed, informal and participatory learning environment; conducting initial assessments to obtain basic information about individual needs, background and the level of support required; establishing course ground rules in relation to punctuality, confidentiality and in particular respect for individuals, their views and belief; and incorporating elements of British values and principles in the mentoring lessons (democracy, the rule of law, freedom of speech, equality and diversity, and individual rights).

## **6.0 Conclusion**

The National Lottery Community Grant has been an important lifeline for JEM; and the success of the project is evidence of the need for, and the value of, the services provided by JEM in the community. Despite COVID-19 and other challenges, JEM has run a successful project and this has really improved the life chances for project participants who have integrated into the community and who, as responsible citizens, are contributing to the local economy.

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**

**FOR**

**31 MARCH 2021**

**Charity Number 1158436**

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

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# JEM JOBSEARCH-EMPLOYMENT-MENTORING

## INDEPENDENT EXAMINER'S REPORT

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*M Newey*

Mark Newey ACMA  
Derby Community Accountancy Service  
Babington Lodge  
128 Green Lane  
Derby  
DE1 1RY

*7/5/2021*

Date

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2021


<b>2020</b>		<b>2021</b>	
Total £	Unrestricted Fund £	Restricted Funds £	Total £
<b>Receipts</b>			
16485	Grants	note 1	0      37845      37845
<u>0</u>	Interest		<u>0      0      0</u>
<b><u>16485</u></b>			<b><u>0      37845      37845</u></b>
<b>Payments</b>			
1072	Facilitator, coaching and training	note 2	0      0      0
1530	Project management		0      0      0
7718	Salaries and Tax		0      24331      24331
2340	Premises hire		0      2160      2160
432	Travel expenses		0      166      166
154	Refreshments		0      21      21
473	Office supplies		0      0      0
460	Telephone		0      435      435
0	Equipment		0      555      555
470	Admin		0      880      880
<u>0</u>	Sundry		<u>0      0      0</u>
<b><u>14649</u></b>			<b><u>0      28548      28548</u></b>
<b><u>1836</u></b>	<b>Surplus/(Deficit) for year</b>		<b><u>0      9297      9297</u></b>
<b>3938</b>	<b>Opening Balances</b>		<b>88      5686      5774</b>
<b><u>5774</u></b>	<b>Closing Balances</b>		<b><u>88      14983      15071</u></b>

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 MARCH 2021**

<b>2020</b>			<b>2021</b>
<b>£</b>			<b>£</b>
5774	Balance at Bank		15071
0	Cash		0
<u>720</u>	Debtor	note 3	<u>0</u>
<u>6494</u>			<u>15071</u>
392	Creditors	note 4	442
<u>6102</u>	Net Assets		<u>14629</u>

  
\_\_\_\_\_  
Treasurer

11.5.21  
Date

  
\_\_\_\_\_  
Chair

12-5-21  
Date

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### NOTES TO THE ACCOUNTS

**Note 1**

**Grants**

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Lottery Community Fund	0	34845	34845	16485
Garfield Weston Foundation Fund	0	3000	3000	0
	<b>0</b>	<b>37845</b>	<b>37845</b>	<b>16485</b>

**Note 2**

**Facilitator, coaching and training**

	Total 2021	Total 2020
	£	£
Coaching and mentoring	0	0
Building capacity	0	800
Workshop facilitator	0	0
ESOL classes	0	0
IT Tutor	0	272
	<b>0</b>	<b>1072</b>

**Note 3**

**Debtors**

	Total 2021	Total 2020
	£	£
Prepayment (Rent)	0	720
	<b>0</b>	<b>720</b>

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### NOTES TO THE ACCOUNTS

**Note 4**

**Creditors**

	Total 2021	Total 2020
	£	£
HM Revenue and Customs	363	392
Salaries	79	0
	<b>442</b>	<b>392</b>

**Note 5**

**Restricted Funds**

	Opening Balance	Income	Expenditure	Closing Balance
	£	£	£	£
Lottery Community Fund	5686	34845	28548	11983
Garfield Weston Foundation	0	3000	0	3000
	<b>5686</b>	<b>37845</b>	<b>28548</b>	<b>14983</b>

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**  
**FOR**  
**31 MARCH 2021**

**Charity Number 1158436**

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

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# JEM JOBSEARCH-EMPLOYMENT-MENTORING

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*7/5/2021*

Date

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### RECEIPTS AND PAYMENTS ACCOUNT

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<b>2020</b>		<b>2021</b>	
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<u>0</u>	Interest		<u>0      0      0</u>
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<b>5774</b>	<b>Closing Balances</b>		<b><u>88      14983      15071</u></b>

**JEM**  
**JOBSEARCH-EMPLOYMENT-MENTORING**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 MARCH 2021**

<b>2020</b>			<b>2021</b>
<b>£</b>			<b>£</b>
5774	Balance at Bank		15071
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<u>720</u>	Debtor	note 3	<u>0</u>
<u>6494</u>			<u>15071</u>
392	Creditors	note 4	442
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\_\_\_\_\_  
Treasurer

11.5.21  
Date

  
\_\_\_\_\_  
Chair

12-5-21  
Date

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### NOTES TO THE ACCOUNTS

**Note 1**

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ESOL classes	0	0
IT Tutor	0	272
	<b>0</b>	<b>1072</b>

**Note 3**

**Debtors**

	Total 2021	Total 2020
	£	£
Prepayment (Rent)	0	720
	<b>0</b>	<b>720</b>

# JEM

## JOBSEARCH-EMPLOYMENT-MENTORING

### NOTES TO THE ACCOUNTS

**Note 4**

**Creditors**

	Total 2021	Total 2020
	£	£
HM Revenue and Customs	363	392
Salaries	79	0
	<b>442</b>	<b>392</b>

**Note 5**

**Restricted Funds**

	Opening Balance	Income	Expenditure	Closing Balance
	£	£	£	£
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Garfield Weston Foundation	0	3000	0	3000
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