

The Role



Job Description / Person Specification

Read through the job description and people specification. Compare it to similar job descriptions. Look up any terms that you are unfamiliar with. If it mentions systems or processes you don't know then check them out too. Consider the skills it's asking for. Which are your strongest? Which may need refreshing. Are there any skills you don't have? Do you have transferrable skills that are similar?



About / Staff page / Blog page

Check out the website to see if there are any profiles of people doing a similar job to the one you are applying for. What sort of people are in that role? Do they do any news or blog items for the organisation?



Ask people who do a similar job or work for the company

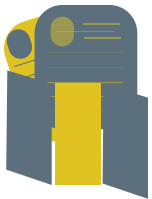
This may be a friend, or someone on a site such as LinkedIn. Check the job advert, sometimes there is a named contact for any queries. Call / email them. This shows you are interested and means that your understanding is based on fact not assumption. You can also look for opinions on glassdoor. (<https://www.glassdoor.co.uk>). Look at a number of reviews not just the highest and the lowest.

The organisation



Company website

Look through the company website. Look at areas that are relevant to the job you are applying for, but also look at the organisation as a whole. Where do they work? What do they do? Who do they work with? What systems do they use?



Annual Report(s) / Brochures / Newsletters

Do they have annual reports or brochures or newsletters,? These show how they present themselves to their customers, the public and their partners. This can give you a flavour of what they stand for and how they like to portray themselves..



News / Social Media

Search for them online. Do they appear in any news articles? Do they appear on any social media? Are they a company that offer a product or service? Are they reviewed? What is their positivity rating?



Ask existing employees / customers

Do you know someone who works there? Do you know any of their customers? What is their opinion of the organisation? Is it positive? Are there any tips they can give you when interviewing.

The Sectors

Art / Creative



A wide and varied sector. Many roles are hands on and project / show-based. such as entertainment, museum/cultural, or community based. Some may need you to be good with people or have confidence to display or perform your work. Check out your local area. Look at ways to volunteer or participate. Keep an eye out for opportunities in local websites/ news. Look at the websites of local arts based organisations. Colleges and Universities have strong links with art projects and organisations.

Find out More

<https://www.thecreativeindustries.co.uk/>
<https://www.artsjobs.org.uk/>

Routes to entry:

Degree, Apprenticeships, Intern, Volunteering, Freelance, Grassroots, Professional Qualificaitons

Visual arts, Performing Arts, Photography, Videography, Music, TV, Radio, Film, Musuem, Culture, Visual Effects, Sound, Interior Design, Graphic Design, Animation

Business



This is a wide reaching sector and can cross over with many others. Many organisations, regardless of the sector need business functions. If you have a keen interest in one of the types or roles in this category, don't limit yourself to a particular sector. A creative agency, construction company and hospital will all have a need for HR and admin etc. Check out company websites, social media channels and other online presence. Don't just look for their vacancies, look at what they do and how they market themselves. Look into companies that are big and small, each has pro's and con's. Check out the newspapers, look for the top 'lists' or ones to watch. Do you resonate with what they sell or provide?

Find out more

Local Chamber of Commerce

Check Responsible Business groups
i.e. <https://www.bitc.org.uk/>

Routes to entry:

Degree, Apprenticeships, Intern, On-the job Training, Progression/Promotion, Employed, Self employment, Temping, Contracting, Agency

HR, Sales, Marketing, PR, Project Management, Consultancy, Team Leader, Manager, Director, Marketing, Communications, Admin, Business Continuity, IT, Chief Executive Officer, Chief Operating Officer, Operations Manager, Finance Manager, Secretary, PA, Health & Safety

Charity / Third Sector



Charity and third sector organisations span a wide range of causes. Animals, Arts, Crime, Disability, Education, Environment, Faith-based, Health/Medical, Housing/Homelessness, Human Rights, International Development, Mental Health, Social Welfare, Youth/Children. When researching opportunities look for charities or causes to see who offers support in the UK. Check the role type carefully. Many roles within this sector are subject to successful funding bids and may only be guaranteed for a set amount of time. Part of the role will be to secure more funding, but that is not a guarantee.

Find out More

Local Voluntary Action Group or CVS
<https://www.charityjob.co.uk/>

Routes to entry:

Degree, Apprenticeships, Intern, Employment Contracting, Volunteering, Transfer from corporate into charity based on skillset and personal interest

Core Busines roles, Social Prescribing, Social Impact, Project Co-ordinator, Project Delivery, Community Engagement, Corporate Partnership Manager, Fundraiser, Fund Manager, Trainer, Volunteer Officer, Events Manager, Programme Manager, Researcher

Construction / Property



Look at the company website. What sort of projects do they do? What locations do they have? Do they have an apprenticeship program? Do they advertise on their site? If not, search their name in google and on main job sites. If you pass a building site, make a note of the construction company name. Check out local colleges and training providers, many do construction related qualifications. Investigate the difference between college vs apprenticeship options. Research essential qualifications such as CSCS card.

Find out More

<https://www.goconstruct.org/>
<https://www.citb.co.uk/>

Routes to entry:

Degree, Apprenticeships, Skills Village, On-the job Training, Progression/Promotion, Employed, Self-employment, Labouring, Agency, Contracting

Bricklayer, Joiner, Roofer, General Operative, Design & Build, Site Manager, CAD, Structural Engineer, Achitect, Admin, Resident Liaison Officer, Building Services Engineer, Quantity Surveyor, Buyer, Building Surveyor, Civil Engineer, Compliance, Contracts Manager, Plumber, Electrician, Social Value

The Sectors ... continued

Engineering / Manufacturing



Look for local organisations. More likely to be in industrial areas rather than in town/city centres. Think of the industries that will use this. Car manufacturers, Steel plants, Tobacco, Pharmaceuticals, Food/Drnk Suppliers. Research if there are any skills shortages in the area. Keep an eye on the news for growth areas, i.e. Renewable Energy, Big Data, Plant Based Foods etc.

Find out More

<https://www.engineeringuk.com/>
<https://www.themanufacturer.com/>

Routes to entry:

Degree, Apprenticeships, Employed, Contracting, Professional Qualifications - On-the job Training, Self-employment, Freelancing, Agency

Aerospace, Automotive Engineer, Electrical Engineer, Biomedical, Infrastructure, Technical Sales, Factory Manager, Manufacturing Engineer, Production Operative, Assembler, Warehouse Worker, Quality Control, Welder

Finance / Banking



This is a wide ranging sector. Research local banks. If you are a numbers person, you can lend your skills to other sectors. Finance as a sector is changing. Banks are moving more on line, so be mindful of the size of the organisation and their location(s). If there are many branches within a set geographical area this may be trimmed down. Consider the sector you want to work with, do you want to specialise? Are there skills that can be used across different types of roles.

Find out More

<https://www.goconstruct.org/>
<https://www.citb.co.uk/>

Routes to entry:

Degree, Apprenticeships, Employed, Contracting, Professional Qualifications - On-the job Training, Self-employment, Freelancing, Agency

Accountant, Auditor, Banker, Mortgage Advisor, Insurance, Investment Advisor, Financial Planner, Tax advisor, Data Management, Credit Union, Risk Assessor, Start-up Advisor, Debt Recovery, Debt consolidation, Payroll, Data Analyst, Forensic Accountant

Hair and Beauty



Research local colleges and training providers. Get hands-on experience in a salon. Once qualified consider options. If opening own salon, you will need business skills or advice. Keep up to date with current and emerging trends. Consider whether you want to be a specialist in one area or learn a wider range. Can you hire a table/room in an existing salon? How competitive is your local area? Are there any greater opportunities in other places? Are you moving into a crowded space? Consider how you can market yourself.

Find out More

<https://www.nhbf.co.uk/home/>
<https://jobsinbeauty.co.uk/>

Routes to entry:

College, Apprenticeships, On-the-job Training, Professional Qualifications, Employed, Temping, Self-employment, Freelancing

Hairdresser, Beautician, Barber, Nail Technician, Masseur, Skincare Advisor, Tattooist, Makeup Artist, Salon Owner, Fashion/Image Consultant, Aromatherapist, Beauty sales Rep, Eyeash Technician, Wig Maker, Hair stylist, Laser Hair Removal Technician

Health / Care / Medical



Research qualifications. Consider the length of time for training i.e. 7 years to train as doctor. Consider how competitive it is Look at local hospitals / doctors surgeries. Research local private healthcare companies. Consider veterinary, look for ways to volunteer. Check out local kennels. Research options including freelance i.e. Counselling, Dietician etc. Look for apprenticeship routes or work programmes. With larger hospitals, look at their progression options. If Care, consider differences of community care vs residential based. Research care organisations, many train whilst on the job.

Find out More

<https://www.healthjobsuk.com/>
<https://www.careindustrynews.co.uk/>
<https://www.bva.co.uk/your-career/>

Routes to entry:

Degree, Apprenticeships, Employed, Contracting, Professional Qualifications - On-the job Training, Self-employment, Freelancing, Agency

Nurse, Doctor, Carer, Surgeon, Sonographer, GP, Vet, Veterinary nurse, Dentist, Dental Nurse, Phlebotomist, Mental Health Practitioner, Counsellor, Psychotherapist, Occupational Health, Midwife, Psychiatrist, Podiatry, Rehabilitation Nurse, Pharmacist, Researcher

The Sectors ... continued

Hospitality / Leisure / Tourism



Are there any qualifications required? Take a look at Pubs, Bars, Hotels, Restaurants, Leisure Outlets, Tourist Destinations. Look out for vacancies and/or volunteering opportunities (which can turn into employment). Look at the seasonality of venues. Research training opportunities at local colleges as well as training events in-house. Are there options where you live? Are there any that are easy to travel to?

Find out More

<https://www.ukhospitality.org.uk/>

<https://www.visitbritain.org/>

Routes to entry:

Degree, Apprenticeships, Employed, Contracting, Professional Qualifications - On-the job Training, Self-employment, Freelancing, Agency

Chef, Bar Person, Barrista, Waiter, Hotel Manager, Tour Guide, Tour Operator, Air steward, Pilot, Driver, Wedding / Event Planner, Cruise Crew, Caterer, Tour Guide, Concierge, Cleaner, Customer Relations Manager, Personal Trainer, Lifeguard

IT / Technology



Most sectors have a need for IT / Tech skills. Some outsource, others do in-house. Check on webpages of employers. Do they have any vacancies or Intern opportunities? Do you live near a university? Do they have any projects? Are there any local start-ups? Search the web for local IT / Tech news and events. Resarch the Open source community, register on Github and contribute to projects. Build a portfolio. Upskill on Udemy or similar platform.

Find out More

<https://technation.io/>

<https://www.cwjjobs.co.uk/>

Routes to entry:

Degree, Apprenticeships, Employed, Contracting, Professional Qualifications - On-the job Training, Self-employment, Freelancing, Agency

Helpdesk, IT manager, IT Sales, Software Engineer, Product Manager, Designer, Front-end, Back -end, Full Stack Developer, Dev o=Ops, Digital Marketing, SEO, IT Trainer, Digital Skills, Games Developer, Tester, Cyber Seucurity, Networking and Communications, Data Analyst Business Intelligence

Legal / Law



Research qualifications carefully. Some types of law require key specialisms. Research local law firms. Do they offer Internships / Volunteering? Consider the types of law. Do you want to prosecute or defend? Check out local court websites to follow cases / transcripts. Research types of law firms and sizes. Research progression opportunities. Research other sectors, many many have a need for legal advisor. Research the skills you need to practise law. Are there any lawyers in your local area or are they all closer to the town/city?

Find out More

<https://www.lawsociety.org.uk/>

<https://www.legalcheek.com/>

Routes to entry:

Degree, Apprenticeships, Employed, Contracting, Professional Qualifications - On-the job Training, Self-employment, Freelancing, Agency

Solicitor, Barrister, Judge, Legal Secretary, Criminal Lawyer, Commercial lawyer, Company Secretary, Coronor, Mediator, Paralegal, Patents, Licensed conveyancer, Trade marks, Court Usher, Lecturer of Law, Banking Lawyer, Human Rights, Contract law, Equity and Trusts, Family Lawyer

Public services / Uniformed



Research your local council. What services to they offer. They will also display adverts for all public sector vacancies in the area with partner organisations. Is there a cause you believe in? For armed services, check out local recruitment hubs. Resarch the various paths to entry. Look at local social housing landlords to see what jobs they offer. Check with the local job centre. Do they do work experience options or volunteering programmes. What qualifications do you need? Can you get involved in local politics.

Find out More

<https://www.civilservicejobs.service.gov.uk/>

<https://www.jobsgopublic.com/>

Routes to entry:

Degree, Apprenticeships, Employed, Contracting, Professional Qualifications - On-the job Training, Self-employment, Freelancing, Agency

Civil Service, Local, Regional or National Government Officer, Dispatcher, Police, Fire, Ambulance, Army, Navy, Air Force, Social worker, Diplomat, Social Research, Policy, Risk Analysis, Equality, Diversity and Inclusion Officer, Social Housing support, Benefits Advisor, Job Coach

The Sectors ... continued

Retail / Buying / Fashion



Visit local shopping centres and town/city centres. Look for adverts in shop windows or ask at customer service desks. Have CV's with you. Research local industrial parks to see if there are any fashion related businesses. Look into types of roles and progression options. Research different types of retail (Clothing, Supermarkets, Stationery, Books, Health and Beauty, Hardware, Tech/Gadgets, Homewares etc).

Find out More

<https://www.jobsretail.co.uk/>
<https://brc.org.uk/>
<https://www.britishfashioncouncil.co.uk/>
<https://www.ukft.org/>

Routes to entry:

Apprenticeships, On-the-job Training, Employed, Mixed Hours Contracting, Agency, Seasonal Work

Store Managers, Buyer, Merchandiser, Sales, Window Dresser, Product Demonstrator, Fashion Eesigner, Customer Service, Shopkeeper, Logistics, Checkout Staff, Online Shop Sales / Website, Social Media Promotion, Marketing, Shift leaders, Stock rotation

Teacher / Training / Education



Research maintained schools and Academies. Research local colleges and universities, What training do they offer? Research private training providers. Consider implications for each level. Primary (Caring), Secondary (Behavioural Management), Further / / Higher (Subject Excellence). Research routes into teaching. if you are a specialist in a under represented area you may be able to get a bursary to train. Look at qualifications needed. Look at other key skills (i.e. Safeguarding). Look into Disclosure barring service, anyone teaching in a school will require this. If you have strong knowledge in a particular area, look at platforms where you could provide training to others. i.e. Udemy, FutureLearn, YouTube, Skillshare etc

Find out More

<https://www.civilservicejobs.service.gov.uk/>
<https://www.jobsgopublic.com/>

Routes to entry:

Degree, Teacher Bursary, Apprenticeship, Agency, On-the-job Training, Contracting, Freelancing, Subject Specialism, Community Trainer

Teacher (Primary, Secondary, College, University, Learning Assistant, SENco, Trainer Safeguarding, e-Learning Designer, Lecturer, Nursery Manager, Ofsted Inspector, Educational Psychologist, Learning Mentor, School Librarian, Education Welfare Officer, Pastoral Support, Early Years Practitioner

Other sectors and more advice to check out...

Energy and Utilities

Environment & Agriculture

Marketing and PR

Recruitment

Science

Security Services

Media

Online

Water, Gas, Electric

Flowers, Conservation, Farming

Advertising, Copywriting, Promotion

Generalised, Specialised

Research, Development

Building, Event, Commercial

Blogging, Podcasting, Vlogging

e-Commerce, Virtual Assistant, Passive Income)

Top Tip

Keep up to date with news. Research other emerging sectors i.e.

Green / Sustainability / New Technologies

<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors>

<https://targetcareers.co.uk/career-sectors>

<https://nationalcareers.service.gov.uk/explore-careers>