

Careers & Employability

A Quick Guide To Finding Part - Time Work

Earn As You Learn



University
of Worcester
Student Services

Earn As You Learn: Finding Part - Time Work A Quick Guide

Part-time or holiday work has become an integral part of university life for many students. As well as giving you some money, it can also provide you with a valuable opportunity to gain experience, develop your skills and gather evidence that you can use for your CV, applications and interviews.

In the following pages, we give you some information to help you find work on-campus or off-campus.

The benefits of working part-time

Apart from the obvious benefit of earning money, working part-time can significantly boost your chances of finding work when you graduate. Whilst your degree is important, employers also value work experience as it helps you to demonstrate that you have gained various skills, such as:

- communication
- problem solving
- team working
- time management
- numeracy and IT

Part-time work helps you to demonstrate that you are self-motivated and reliable, and gives you a chance to build up a network of contacts who might be able to help you in the future: for example, by writing references or notifying you of potential opportunities.

Working part time can be a useful 'taster' for a particular profession or sector – in fact, some sectors demand experience of working in that field to secure a full-time job. It also puts you in a strong position if you apply for a full-time job within that organisation as they will know what you are capable of.

Any Queries?

call:
01905 855 166

email:
careers@worc.ac.uk

Juggling work and study

Although working part-time can improve your employability and your bank balance, it can be difficult to fit everything in. Don't let it conflict with your course timetable....and give careful consideration to how many hours you can spare.

Don't take on too much work! Part time work is to supplement your studies and act as a stepping stone towards graduate employment.

- Keep a note of your deadlines: so you know what your course work and assignment submission dates are.
- Plan ahead: try to anticipate a busy time on your course or at your place of work. Think ahead as much as possible and try to move things around to create a balance.
- Notify your employer of changes as soon as you can: employers will be more sympathetic if you advise them, in good time, of any dates when you can't work. Try to suggest practical solutions and take responsibility for any changes in rota.
- Be realistic about what you can fit in. There are only 24 hours in a day – don't over-promise then under-deliver.
- Try to cut back on part-time work during your exam times. Organise some time off before your exams and don't agree to work extra shifts around that time.
- And finally.... give yourself some time to unwind and relax after work or study.

Advice for International Students

If you're from the EU or EEA, you can work as many hours as you want.

If you're an international student, have a student visa, and are studying on a full-time course, you are permitted to work for up to 20 hours per week during the semester, and full-time during the holidays. However, remember to ensure that you have sufficient time for your studies.

If your visa states that 'work is prohibited', you aren't allowed to work in the UK, this includes voluntary work.

Students who have not lived in the UK will also need a National Insurance number (NINO). See 'Applying for a National Insurance number' leaflet, available in firstpoint.

Finding vacancies

Many vacancies, both on campus and in the local area, are advertised through the Part-Time Jobs Bulletin produced by the Careers & Employability team - the bulletin is updated each week. You can pick up a copy in firstpoint, or at the Castle Street campus, or you can view it on the team's Facebook page or Twitter account (see below).

"As well as part-time work often being a financial necessity, students are also working to increase their future employability."

(Times Higher Education Supplement)



Twitter: www.twitter.com/worc_unicareers



Facebook: www.facebook.com/UniversityofWorcesterCareers

All of the jobs offered by the University of Worcester are advertised on its staff vacancy page: <http://www.worcester.ac.uk/community/current-vacancies.html>

Part-time Jobs Bulletin

For support with your Application book an appointment with a careers advisor: www.limecenter.com/worcester

Employer	Job Title	Further Information
University of Worcester Worcester WR2 8AJ	Student Vacation Research Assistant Various	<ul style="list-style-type: none"> • £8.83 per hour, plus £1.18 per hour holiday pay. • For more information and to apply please visit: https://www.worcester.ac.uk/community/current-vacancies.html
Worcester Students Union Worcester WR2 8AJ	Security Staff.	<ul style="list-style-type: none"> • Up to 15 hours per week. • From £7.33 per hour. • Apply at: https://www.worcsu.com/jobs/vacancy41/
Sixty Degrees Bromsgrove B61 9EX	Barista x2.	<ul style="list-style-type: none"> • National minimum wage. • For more information and to apply please email: sixtydegreesuk@gmail.com
Overt Software Solutions LTD Worcester WR3 7SQ	Customer Service	<ul style="list-style-type: none"> • £8.75 per hour. • Possible hours per week: Monday, Tuesday, Wednesday & Friday 9.30-2.30. • To apply please email a CV and cover letter to: kspicer@overtsoftware.com
Allied Healthcare Worcester WR1 1LH	Care Assistant.	<ul style="list-style-type: none"> • £7.83* Holiday pay + Mileage • For more information please email Worcester@alliedhealthcare.com
Top Barn Worcester WR6 0NH	Packing Team Member.	<ul style="list-style-type: none"> • £7.83 per hour. • To apply please email a CV and cover letter to: recruitment@topbarnfarming.co.uk

These jobs are advertised in shop windows and online & are based on campus & in Worcester city centre. All jobs are correct at time of going to print but always check the opportunities are still available before making an application. The University of Worcester cannot accept any responsibility for these vacancies.

Further resources including information for job hunters with a disability can be found in firstpoint and on our website: www.worcester.ac.uk/careers/parttimestudentjobs



@Worc_LifeCareers



/UniversityofWorcesterCareers



Working on campus

The University of Worcester is one of the city's biggest employers and many students find part-time work on campus. Vacancies are usually advertised on one or more of the following:

- **University of Worcester Staff Vacancies:** <http://www.worcester.ac.uk/community/current-vacancies.html>
- **Students' Union:** <http://www.worcsu.com/>
- **Aramark:** for jobs in the catering outlets and shop contact Natalie Hamilton - hamilton-natalie@aramark.co.uk

In addition, subject-specific jobs are occasionally advertised within courses.

What work is available on campus?

Here are some of the part-time employment opportunities available at the University of Worcester. Jobs will be advertised on the University staff vacancies pages.

Facilities: the facilities department employs students each year to carry out a number of tasks around the campus such as grounds maintenance, reception duties and cleaning.

Graduate Destinations Survey: telephoning work in Semester 2 contacting past graduates to ask about their employment.

Information & Learning Services (ILS): students are often employed within the library and IT sections.

Student Ambassadors: Students are employed as Ambassadors across the campus. Roles vary, but can include preparation for Open Days, guiding visitors and campus tours. Contact study@worc.ac.uk for more information.

Summer Camps on Campus: the university hosts a number of events on campus over the summer period. These may include language schools, conferences, and summer camps. Employment opportunities for students can include language teachers, activity leaders or conference workers. Opportunities are promoted through the part time jobs and the summer camps bulletins.

Research and Vacation Assistant Posts: students are employed to work with a lecturer on a research project for 4-10 weeks: this can be full-time or part-time, although there is a maximum number of hours available.

Sports Centre: students are employed to work within the University's Sports Centre, and work is also available during the holidays. Please note that you don't need to be studying on a sports programme to work in the Sports Centre. Contact the Sports Centre for further information.

Students' Union: A number of students are employed by the Students' Union each year, in different roles including bar and cleaning work. Jobs are advertised on the Students' Union website: www.worcsu.com

Unitots Nursery: students can apply to join the university nursery's pool of casual staff to help provide cover for staff absences. Students who have a childcare qualification are welcome to apply.

University Arena: a large number of students are employed as event staff at the Arena. This can include events preparation, stewarding and customer service.

"Students are working harder than ever before... combining academic and financial pressures to develop balance where employability skills are developed and honed."

(National Association of Student Employment Services)

Working off campus

There are various ways to find part-time work off campus. Many of them are promoted through the **Part-Time Jobs Bulletin** (see page 3 for details of where you can find it), but it is always worth doing your own job search and finding your own opportunities.

Ask around: many part-time jobs aren't advertised as they rely on word-of-mouth to fill them. Ask around and let people know that you are looking for a job. If you know someone who is giving up a job, you could ask them to recommend you as a replacement. And if you have worked for a shop or bar in another part of the country, ask if you can transfer to a local branch.

Christmas vacancies: shops, restaurants and bars need extra staff around Christmas time. They tend to advertise these posts from September onwards, often by notices in shop windows. Please note that you may be required to work right up to Christmas/New Year and beyond.

Sports coaching and refereeing: if you have a Level 2 sports coaching qualification (or a relevant complete qualification such as Tag Rugby or Secondary Athletics), send your CV (including your sports qualifications and experience, and your availability to coach) to Michelle Morgan (m.morgan@worc.ac.uk). You need to make sure that your qualification covers you to coach within a school - if it doesn't, you will need to take out additional insurance (available from most national governing bodies of sport at a reasonable price). Follow EAYL Sports on Twitter http://twitter.com/uw_EAYL

Subject-linked vacancies: are often advertised by courses or Institutes. Some typical roles include Care Assistants, Children's Play Scheme Workers, After School Club Assistants, Learning Support Workers, Language Tutors, Youth Workers, Retail Assistants, and Administration Assistants.

Online job boards: some include student-friendly part-time vacancies. Here are some job boards that advertise part-time and summer jobs: You can search for part time work in the region of your choice.

- **E4S:** www.e4s.co.uk
- **Fish4Jobs:** www.fish4.co.uk
- **Indeed:** www.indeed.com
- **Reed:** www.reed.co.uk
- **Student Jobs:** www.studentjob.co.uk
- **WM1 Jobs:** www.wm1jobs.com

Recruitment agencies: may offer part time work, particularly the specialist agencies that advertise care or catering opportunities.

To search for recruitment agencies, visit:

Agency Central: www.agencycentral.co.uk/ you can search by sector, detailed search facility skill level and region.

The Recruitment & Employment Confederation (REC): www.rec.uk.com/

99% of students are now working part time to help fund their studies

(Endsleigh 2015)

[membership/member-directory](#) (a searchable list of its member agencies). Further advice on working with recruitment agencies is available at: www.allaboutcareers.com/careers-advice/looking-for-a-job/using-recruitment-agencies

The National Minimum & Living Wage: The National Minimum/Living Wage is the minimum pay per hour that almost all workers are entitled to by law: the rate depends on a worker's age and whether they're an apprentice. The National Living Wage applies to workers who are aged 25 and over. The rates are usually updated every October, see: www.gov.uk/national-minimum-wage-rates or pick up a leaflet in firstpoint.

It doesn't matter how small an employer is, they still have to pay the minimum wage. Use the National Minimum Wage calculator to check if you are being paid the minimum wage: www.gov.uk/am-i-getting-minimum-wage

You can ring the Pay & Work Rights Helpline if you would like some advice on the National Minimum Wage: 0300 123 1100.

Self employment and zero hour contracts: a zero hours contract is an 'on call' arrangement between an employer and a worker. No particular hours of work are set, so the employer is not obliged to provide work, nor the worker to accept work. This can suit students as the flexibility means that you can fit your work around changing study commitments. However, the downside is that you may not have guaranteed work, and you don't have quite the same rights, although you should still receive holiday pay, statutory sick pay and National Minimum Wage.

Some employers may expect you to become self-employed. This is relatively straight forward to set up, but does mean that you are liable for your own tax, national insurance and insurance. For further information, speak to Worcester Enterprise: www.worcesterenterprise.org.

Be very careful.....don't fall for scam job adverts: For more information, see 'Part time work: know your rights' leaflet available at firstpoint.

Some 'opportunities' are devised to get money from you. The following tips might help you to spot a scam:

- Be wary if asked to call a premium rate number, or if the contact detail is a Hotmail or similar email address, or if you are directed to a different company to the one you applied to.
- Don't apply to a company that asks you to pay money up-front, either for stock or training.
- Do not provide bank details, passports or similar identification when you first apply, although you may be asked for these later on.
- Avoid jobs that involve you in recruiting others onto a scheme.
- Never share personal information online: only give information that would normally appear on your CV. Never give out bank account or other personal information.

Don't forget that if a job advert seems to be too good to be true, it probably is!

If you have any suspicions, check with SAFER jobs at www.safer-jobs.com who offer a free advisory service.

"The need for students to find part-time employment while at university increasingly goes beyond the desire for a little extra cash to spend on having fun ... students are using part-time work to better prepare themselves for the future."

(Endsleigh Insurance)

Holiday work

Many students work during their vacation periods, either in their home town or in Worcester.

In addition to retail, catering, customer service and manufacturing roles, students are often employed in summer activity camps, either in the UK or abroad.

You can search for summer jobs via many of the websites shown on page 6 of this booklet. Other websites, listing summer opportunities, include:

- **Season Workers:** www.seasonworkers.com/SummerJobs/
Summer Jobs Abroad: www.summerjobsabroad.co.uk
- **Summer Jobs:** www.summer-jobs.co.uk/
- **Venture UK:** www.venture-uk.co.uk (Includes year out opportunities. Contact careers@worc.ac.uk for the password.)

The team also arranges for some holiday scheme/summer camp organisations to come onto campus and give presentations, usually during November each year.

Pick up a copy of the 'Summer Camps' leaflet which is available from the Careers & Employability area in firstpoint.



Careers & Employability

Summer Jobs Bulletin

Want to work this summer? Here are some vacancies nationally & internationally!

Employer	What job roles are available?	Website
Camp America	At Camp America, participants can work directly with American children, by instructing or assisting them in activities, or even work behind the scenes as support staff—in roles such as kitchen and maintenance.	www.campamerica.co.uk
City Year	City Year UK recruits 18-to-25-year-olds for 11 months of full-time volunteering as near-peer role models, mentors and tutors in schools in deprived areas.	www.cityyear.org.uk
Concorde International Language School	Vacancies for activity leaders and EFL teachers in our Summer Schools.	www.concorde-int.com/recruitment/recruitment.html
International Quest Language School	International Quest currently operates over 20 summer schools in the UK and Ireland. They offer multinational students the opportunity to learn English while enjoying a full programme of activities and excursions.	www.internationalquest.co.uk/summer-jobs
Magnifico Travel	Magnifico Travel is a family run business, with the aim of providing quality study tours at affordable price. Currently looking for Teachers of English & Activity Staff.	www.magnificotravel.com
Move Language Ahead	Work as a Centre Manager, Activity Manager, or Activity Leader on International Learner Courses at The University of Worcester or London Universities.	www.mlaworld.com/en/jobs/job-opportunities-uk/

 @Worc_UniCareers

 /UniversityOfWorcesterCareers

 **University of Worcester**
www.worc.ac.uk/careers
careers@worc.ac.uk

Applying for part-time work

There are many ways of applying for part-time work, some informal and some very formal. Different sectors have differing ways of recruiting. But regardless of how you apply, remember that the purpose of your application is to show future employers that you have the skills and experience that they are looking for. Make sure that you complete each and every application to the best of your ability – a poor application is worse than no application at all!

Jobs on campus: You must always apply for University of Worcester and Students Union jobs online. There is a lot of competition for these jobs, and often students do not get an interview because they have not completed the form fully enough. Follow the steps below to complete a good application

- **You will be shortlisted against the criteria in the person specification. Read these carefully**
- **In the supporting statement give your reasons for applying, and then explain fully how you meet the person specification**
- **Talk about every element of the person specification and give specific examples of how you can demonstrate each. If you have more than one example, then include them all**
- **Organise your statement clearly, with headings, underlining or bold font to make it clear which elements of the person specification you are addressing.**
- **Check and recheck for spelling, punctuation and grammar. Ask someone to read through it for you before you submit**

Tip – The Students Union have produced a Guide to Application forms for Part time work'. Pick up a copy from the Students Union or firstpoint

A GUIDE TO
**APPLICATION
FORMS.** FOR PART-TIME /
ON CAMPUS JOBS

INCREASE YOUR EMPLOYABILITY



Local and off campus jobs: Some larger shops and restaurant chains advertise their jobs and accept applications through their websites. When applying online for larger organisations, they may ask you questions about certain competencies, such as communication, customer focus, or team work. They will be looking for specific examples which can show to them that you would be suitable for the role:

- **Read the form carefully - you may be assessed against the ability to follow instructions**
- **Try to use examples from a range of different experiences e.g. course work, previous work, volunteering etc.**
- **Be positive, be proud of your previous experiences**
- **Ask someone to read through your form before you send it off**

Smaller and more local companies including shops and restaurants often ask you to drop off a CV in person. As well as looking at your CV they may be using this opportunity to assess your communication and customer skills, so look presentable and confident.

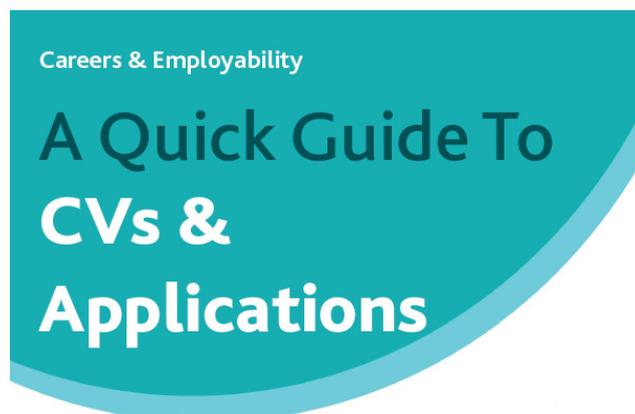
Applications through online jobs boards will generally also ask for a CV. See below for further tips about CVs for part time work and a couple of examples overleaf.

CVs and part time jobs: A CV should let the employer see at a glance what skills and experience you have, and whether you would be a good fit for their organisation:

- **Keep it to the point, exclude irrelevant information**
- **Contact details, previous employers names and dates should be easy to read at a glance**
- **The most important information to the employer should be in a prominent position on the first page. For many employers offering part time work this will be your previous work experience rather than your study history**
- **Check your spelling and grammar!**

See over for examples of CVs for part time jobs. The first is for a student who has some work experience, the second is for one who does not.

See A Quick Guide to CVs and Applications for further information



Example of CV for part-time job applications (with prior work experience)

ZOE SMITH

4 Elgar Way, St Johns, Worcester WR2 7FG
Mobile: 07989 333 222 Email: zsmith21@hotmail.com

Profile

An enthusiastic and outgoing university student with four years' retail experience within busy targeted environments that required high levels of customer service. Now seeking a part-time retail role whilst studying.

Relevant Experience

Retail Assistant: Morrison's

March 2015 – Sept 2018

- Ensured that shelves were well stocked and that products were attractively displayed. Worked quickly under pressure, demonstrating good observational and organisational skills.
- Served customers on tills: handled cash and credit/debit card transactions.
- Mentored new part-time staff, clearly explaining routines and duties.

Customer Services Assistant: TK Maxx

Sept 2014 – Jan 2015

- Consistently met individual monthly sales targets, and encouraged colleagues to achieve theirs.
- Organised item transfers between stores, using computerised stock control system
- Successfully dealt with queries and resolved complaints: remained welcoming, polite and professional. Confident in asking for help when needed.

Shop Assistant (Volunteer): RSPCA

July – Aug 2014

- Designed eye-catching window and shelving displays.
- Served customers using cash till.
- Sorted donated items, including clothing and toys.

Relevant Skills

- **Communication:** enhanced communication skills when working with customers at Morrison's and TK Maxx.
- **Organisation:** successfully combined work and study by planning ahead and anticipating potential problems before they arose.
- **Teamwork:** played for the school netball team; contributed to fundraising events.

Education & Qualifications

- BSc (Hons) Geography: University of Worcester 2017 - 2020
- 3 A Levels and 6 GCSEs, including English and Maths 2010 - 2017

References

Available on request

Example of CV for part-time job applications (no work experience)

JASON COTTERELL

8 Ledbury Road, St Johns, Worcester WR2 4TD
Mobile: 07789 4962817 Email: jj.cotterell2@mail.com

Profile

A responsible and reliable second year BSc Business and Management student with strong organisational ability. Skilled at working in a team environment and with a flexible approach to work. Seeking a part-time role in a retail or customer services environment whilst studying.

Relevant Skills

Communication

- Delivered presentations during degree course: prepared PowerPoint slides, delivered presentations to students and senior lecturers; produced written reports and assignments.
- Mentored younger students at school, to enhance their English skills.

Numeracy

- Confident with numbers: achieved Maths A level and helped Year 9 students with their Maths homework. Currently undertaking a finance module as part of degree.
- Led a team of 4 students to produce a business plan for an assessed project: encouraged each group member to work to their strengths, and kept team to time and on target.

Responsibility & Reliability

- Look after neighbours' properties whilst they were away: trusted to ensure the security and maintenance of their homes.
- As Captain of the school football team, always set a good example: attended training and coached younger students and team members.

Education & Qualifications

University of Worcester

2017 – 2020

- BA (Hons) Business Management

Christopher Whitehead Language College

2010 – 2017

- 3 A Levels: Mathematics (B) Business Studies (B) and French (C)
- 9 GCSEs grade A*-C, including Mathematics and English

Interests

- Playing in the local team and watching football
- Playing the guitar
- Swimming
- Keeping up-to-date with current affairs and watching business programmes on TV

References

Available upon request

In summary.....

- A. Pick up a copy of the Part-Time Jobs Bulletin, and follow the Careers & Employability team on Facebook and Twitter to keep up-to-date with newly advertised roles.
- B. Keep an eye on the University of Worcester's staff vacancies page.
- C. Think about how many hours you can work and consider what time(s) of day you can work - don't let work conflict with your course timetable.
- D. Decide what type of work you'd like to do. Are you trying to obtain or develop any particular skills to help you gain entry to a particular career?
- E. Apply for advertised jobs or visit local shops, supermarkets, bars with a CV (see some examples on the previous pages of this booklet).
- F. Ask your friends and fellow students if they know of any opportunities.
- G. If you have worked for a shop or bar elsewhere in the country, ask if you can transfer to a more local branch.
- H. Use as many sources as you can, and be persistent: swiftly follow up any leads, and be prepared to make repeated contact.
- I. Give yourself time to make high quality applications: even a short form can take time to complete. Don't sell yourself short by rushing it – one good quality application is worth 10 rushed ones.
- J. Know your rights and responsibilities at work.
- K. Protect yourself from scam advertisements. Be alert for any that appear too good to be true, or that ask you for your personal/ financial information before you start work.

Notes

If you have a question that isn't covered by this booklet, or would like to talk through your ideas with a member of the Careers team, sign up for a careers appointment at www.timecenter.com/worcester, or via your SOLE page.



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