

3 October 2013

# Job Vacancy / Information Bulletin for young people

*A collection of current job vacancies, training opportunities and information, from various sources*



[www.youngsouthampton.org/facebook](http://www.youngsouthampton.org/facebook)



What's on?

## Music in the City 5 - 6 October

Over 90 acts, 100s of artists, 13 unique and historical venues. This isn't Glastonbury; V Festival or any one of the other generic festivals. MITC is a free festival that celebrates the musical talent, spirit and soul of our great city. From electronica to classical; folk and roots to jazz, the talent on display across MITC will bring the streets and venues alive with the sound of great music!



[www.musicinthecitysouthampton.org](http://www.musicinthecitysouthampton.org)

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# Daily Echo Vacancies

3 October 2013

Please consult the relevant edition of the ECHO or visit the website for further details as all information below has been abbreviated. Vacancy information correct at time of publication.

*Some employers are unable to employ young people directly from school due to age restrictions in their insurance policies, so please check at the time of application.*

<b>Art Studio Assistant</b>	Page 34	Eastleigh
<b>Barton Peveril Sixth Form College</b> £14,176 actual (pro rata £16,165 per annum) Fixed term for one year to cover maternity leave. 37 hours per week term time. You should be self-motivated and understand the nature of a busy art studio. To apply please visit <a href="http://www.barton-peveril.ac.uk">www.barton-peveril.ac.uk</a> Closing date 17 <sup>th</sup> October		
<b>Part time Merchandiser</b>	Page 35	Southampton
<b>Daily Echo</b> 23 hours per week including Saturday mornings you will be responsible for ensuring the Daily Echo is promoted at key retail outlets across Southampton. For more details please visit: <a href="http://www.dailyecho.co.uk/jobs/advert/J3F57P6W1TSL5RJQ1W1/">www.dailyecho.co.uk/jobs/advert/J3F57P6W1TSL5RJQ1W1/</a> Send your CV to <a href="mailto:pauline.davies@dailyecho.co.uk">pauline.davies@dailyecho.co.uk</a> Closing date: 14 <sup>th</sup> October		
<b>Seasonal Job Opportunities</b>	Page 35	Winchester
<b>Christmas Market and Ice Rink</b> All posts work to a rota, hours of work can be flexible and may include daytime, evenings, weekends and bank holidays. 16-17 year olds - £5.20 per hour 18-20 - £6.00 per hour. For more information please visit: <a href="http://www.winchester-cathedral.org.uk">www.winchester-cathedral.org.uk</a>		
<b>Travel Consultant</b>	Page 35	Hedge End, Southampton
<b>Bath Travel</b> You should be experienced in all aspects of travel and able to build rapport with clients. First rate customer service skills will be required. 37.5 hours per week over 5 days between Monday and Saturday on a rota basis. Please email your CV to <a href="mailto:personnel@bathtravel.com">personnel@bathtravel.com</a> or download an application form at: <a href="http://www.bathtravel.co.uk">www.bathtravel.co.uk</a> Tel. 01202 200676		

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

[www.dailyecho.co.uk/jobs](http://www.dailyecho.co.uk/jobs)

<b>Beauty Therapist</b>	Page 35	Southampton
Part time and full time positions in a busy salon. Experience is of benefit. Please call 02380 339090 for more details.		
<b>Dental Receptionist</b>	Page 35	No location given
£14,832 - £21,000 40 hours per week. You must be well organised with excellent customer service skills. Previous dental experience would be an advantage but not essential. Please forward your CV to <a href="mailto:Bernadette@topdrawerrecruitment.co.uk">Bernadette@topdrawerrecruitment.co.uk</a>		
<b>Dental Receptionist</b>	Page 35	Chandlers Ford
<b>The Smiles Studio Dental Practice</b> You should be a good team player and very reliable. Dental experience is desirable. Immediate start. Please send your CV to <a href="mailto:rosalindjns@gmial.com">rosalindjns@gmial.com</a> or call 023 8025 1133		
<b>Cleaner - part time</b>	Page 35	Southampton City Centre
Key Job. Suit 2 people. Mon - Fri evening. Please call 02380 585008 for more details.		
<b>Cleaner</b>	Page 35	Marchwood
Am / pm. Please call 023 8040 2022 for more details		
<b>Sales Assistant</b>	Page 35	Lyndhurst
Required for busy camping / outdoor store. Please email <a href="mailto:jobs@leisurefayre.com">jobs@leisurefayre.com</a> for more information.		

**\* RECRUITMENT OPEN EVENING \***  
**Tuesday 15<sup>th</sup> October 2013**  
 Connells Estate Agents - Eastleigh  
 Trainee Estate Agents & Trainee Mortgage Advisor vacancies  
 For an invitation, send your CV to: [careers@connells.co.uk](mailto:careers@connells.co.uk) quoting SOTON REC 2

**Pro Rata** - in proportion  
 (pay in proportion to hours worked)

**Per Annum** - by the year  
 (annual salary)

# Working with children

<b>Children &amp; Young People Now Jobs</b>
<a href="http://www.cypnowjobs.co.uk">www.cypnowjobs.co.uk</a> is the specialist job site. The site includes vacancies across all sectors, including youth justice, youth work, childcare & early years, education, health and social care.
<b>Childminders, Babysitters, Nannies</b>
<a href="http://www.freedomchildcare.com">www.freedomchildcare.com</a> can offer flexible temporary work through to permanent work. Experience with children is essential and a level 2 or 3 qualification essential for Nursery and pre-school positions.
<b>Creche workers</b>
<a href="http://www.mobilecreche.biz">www.mobilecreche.biz</a> You will need to have a level 2 NVQ qualification, have first aid experience, proof of ID and experience of working with children aged 0-8 / 8-14 to register on this website. Tel: 0800 4580 187 E-mail: <a href="mailto:vacancies@mobilecreche.biz">vacancies@mobilecreche.biz</a>

## CURRENT VACANCIES

Job Vacancy:	Location:	Contact:
Playworker	Upper Shirley Kidz Club (After School)	07713433769
Early Years Practitioner	Rainbow Pre-School	02380 701601
Nursery Nurse (Supply)	Learningland Day Nursery	023 8039 9895
Pre-School Practitioner	Oasis Academy Lord's Hill Pre-School	07742 946744
Nursery Nurse	Learningland Day Nursery	02380 399895
Playworker	The Avenue Centre Project Outreach	02380678787 or 07904423093
Term Time Nursery Nurse	Weston Park Community Day Nursery	01489 785228 ext 220
Nursery Nurse	Making Miracles Millbrook	07814694419
Nursery Nurse	Pixies Day Nursery	01489 576758
Nursery Nurse	Learningland Day Nursery	02380 399895
Early Years Practitioner	Ladybirds Pre-School (Ludlow)	02380447997



Please check this website for further details:  
[www.youngsouthampton.org/working-with-children](http://www.youngsouthampton.org/working-with-children)

For an up to date list, contact Southampton Children and Young People's Information Service on 0800 169 8833, or e-mail [cypis@southampton.gov.uk](mailto:cypis@southampton.gov.uk)

[www.youngsouthampton.org](http://www.youngsouthampton.org)

# Jobcentre Plus Vacancies

Hundreds of vacancies are displayed on this website.  
Here is just a small selection in Southampton

Job Title/ Ref No	Details	Info:
<p><b>Production Operative</b></p> <p>Job ID 3520151</p>	<p>Based at a busy vehicle import centre in Southampton. This is a temporary on going position with an immediate start. Hours: Average 40 - 60 hours per week worked between 6am -6pm, will include working weekends. The role will involve: Pre delivery inspections, looking for external vehicle damage, valeting, driving, checking tyre pressures, putting on wheel bolts, topping up oil levels. This is a physically demanding role based inside factory on a production line and outside in compound. This can be a very repetitive role. All applicant must hold a valid drivers license with less than 6 penalty points and no DR offences due to insurance reasons.</p>	<p>Salary £6.31 - 7.21 per hour</p> <p>To apply please complete our online application form (website below) or call 02380 724 808 and leave a message with your contact details and a member of the team will call you back</p>
<p><b>Trainee Helpdesk Apprentice</b></p> <p>Job ID 3278378</p>	<p>Possibility of being made permanent after apprenticeship. You will also be accumulating global I.T skills during your training. This fantastic opportunity will entail learning about freight forwarding and Customs software, so as to be able to help customers when they phone in for support. Training will be provided not only on the software and the computer system it runs on, but also on freight forwarding so that you are able to understand what the problem is. <b>Qualification required:</b> English and Maths GCSE grade A-D</p>	<p>Salary 150.00 - 150.00 per week</p> <p>The job reference code 316853 applies to Apprenticeship vacancies</p> <p><a href="http://www.apprenticeships.org.uk/">www.apprenticeships.org.uk/</a></p>
<p><b>Activity Leadership Apprentice</b></p> <p>Learning Through Sport Limited</p> <p>Job ID 3637559</p>	<p>Duties for this role will include:- Ensuring the guests are having fun within a safe environment, help set up and dismantle party props and equipment and help to clean up after parties.</p> <p>Candidates will also take part within the office side of the business, which would involve managing bookings via the telephone and email, organise and maintaining the staff diaries and support the social media marketing of the business. They will also be required to help and manage the stock levels and assist with purchasing stock</p>	<p>£80.40 per week</p> <p>The job reference code 327484 applies to Apprenticeship vacancies</p> <p><a href="http://www.apprenticeships.org.uk/">www.apprenticeships.org.uk/</a></p>

Job Title/ Ref No	Details	Info:
<p><b>Sales Assistants</b></p> <p>Job ID 3755893</p>	<p>You will be expected to be up to speed with the latest developments and full of information for their customers. With a like-minded team behind you, you'll have all the support you need plus a lively, welcoming workplace where you'll be free to learn and excel. No experience is required for this position as full training will be provided.</p>	<p>£6.19 - 6.70 per hour</p> <p>To apply visit the website at the bottom of the page</p>
<p><b>Warehouse Apprentice</b></p> <p>Job ID 3169725</p>	<p>Our client based in Totton, are currently recruiting for Warehouse Apprentice's to join a team within a well established distributor and stockist.</p> <p>You do not need to have any previous experience of working in a warehouse as full training and support is provided in this role. This is an Apprenticeship job opportunity so you will also be working towards an Apprenticeship qualification in Warehousing and Storage.</p>	<p>£129.50 per week</p> <p>To apply visit the website at the bottom of the page</p>
<p><b>Catalogue distributors</b></p> <p>Job ID 1280727</p>	<p>No experience required as full on-going training &amp; support will be provided. This business will suit those looking for flexible hours, full time or part time. Internet access essential. Duties are the distribution and collection of catalogues in your local area, stock ordering and arranging delivery of customer ordered merchandise. You will not be cold calling.</p>	<p>Job type Part time less than 30 hours</p> <p>To apply visit the website at the bottom of the page</p>
<p><b>Hotel Porter</b></p> <p>Job ID 3832132</p>	<p>The role involves welcoming and receiving hotel guests therefore it is essential that you have a welcoming and warm nature with first class communication skills.</p> <p>Ideally we are looking for someone with experience as luggage porter but will consider other backgrounds which are suitable. Excellent communication skills both verbal and written</p> <p>Organised and flexible Excellent personal presentation Superb attention to detail</p>	<p>£8.43 per hour</p> <p>Apply on line - website below</p>

# KPMG School Leavers' Programme 2014

**Programme:** School Leavers' Programme 2014

**Job Function:** Audit School Leaver Programme – Durham University

**Location:** Southampton

**Country:** UK

**Intake Year:** 2014

## About the programme

We believe that our School Leavers Programme is a compelling alternative to pursuing a traditional university route. We've developed an innovative 6 year programme that offers the opportunity to get a job in our audit team, obtain an accounting degree at Durham University Business School, and become a fully qualified Chartered Accountant with the ICAEW. KPMG were the first to launch such a programme and no other programme offers the same powerful combination of benefits. You will start to build a rewarding career as soon as you finish school or college. Importantly, we're also paying a great starting salary and this could be your opportunity to be completely free of student debt because your university tuition and accommodation fees and your professional fees will be paid for by us.

## Key skills required

- Takes accountability for delivering high quality, accurate work
- Self motivated and able to organise own workload to ensure effective delivery of engagements/projects
- Works cooperatively and can build positive, constructive business relationships
- Strives for continual improvement

## Qualifications you'll study towards

- An Accounting degree with Durham University Business School
- Chartered Accountancy qualification with the ICAEW

## Our Requirements

As a general rule, you'll be expected to meet the following requirements:

- **Minimum Grade B GCSE Maths\***
- **Minimum Grade B GCSE English Language\***
- **Minimum Grades of ABB at A Level\***

\* Or international equivalent



For more information please visit:

<http://jobs.kpmgcareers.co.uk/job/School-Leavers%E2%80%99-Programme-2014/7120100/>



# Skandia

<b>Role Title:</b>	<b>PA/Administrator</b>
<b>Department / Function:</b>	Control, Solution Delivery / SD&IT
<b>Division:</b>	Old Mutual Wealth
<b>Career Family:</b>	Business Support
<b>Level:</b>	Business Support 3

## **Role Purpose:**

Provide specific PA support to International Portfolio Director & members of the Solution Delivery & IT Executive Team. Working in a team to provide general administrative support to Solution Delivery & IT, Solution Delivery & IT Administration Manager and PA support to the Solution Delivery & IT Executive Team as required.

Job Ref: 00001011

For further information and to apply, please visit the website below.

<b>Role Title:</b>	<b>Customer Interaction Associate</b>
<b>Ref no:</b>	00000259-8
<b>Salary:</b>	£17000

The Customer Interaction Associate role, situated in our Contact Centre in Southampton, is at the frontline of delivering a high-quality experience to our customers and financial advisers. You'll be the first point of contact for our customers over the telephone – so it goes without saying that you'll have great communication skills! You'll have that natural certain something that enables you to easily engage with anyone you speak to, so you can offer a personalised and friendly service that always leaves customers feeling they are genuinely cared for.

You don't need to have previous office or financial services experience. You do however need to have experience of, and a passion for, dealing with customers face-to-face or over the telephone. In return, we'll give you what we believe is market leading training and support to help you with achieving your career ambitions.

For further information and to apply, please visit the website below.

[www2.skandia.co.uk/Careers](http://www2.skandia.co.uk/Careers)

# University of Southampton

## Landscape Maintenance Operative

### Campus Services & Facilities

**Location:** Highfield Campus  
**Closing Date:** Friday 11 October 2013  
**Reference:** 294413TD

**Salary:** £15,658 to £18,005  
**Interview Date:** To be confirmed

We are looking for a Landscape Maintenance Operative. Your duties in this role will include landscape maintenance, carrying out practical skilled maintenance and new work operations to set standards and schedules. You will be using petrol and diesel fuelled machinery such as strimmers, pedestrian mowers and hedge cutters. Training will be provided for the successful candidate.

Location: Primarily working at the Highfield campus. Some activities will be completed at other academic and local halls of residence sites.

Hours: 36hrs (Monday to Thursday 8.00am-4.30pm and Friday 8.00am-12.00pm)  
The closing date for this vacancy is 11 October 2013

### Application procedure:

You should submit your completed online application form at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk). If you require any assistance, please contact Charlene Tyson on +44 (0) 23 8059 6803. Please quote reference 294413TD on all correspondence.

## Post & Portering Deputy Supervisor

### Campus Services & Facilities

**Location:** Highfield Campus  
**Closing Date:** Thursday 03 October 2013

**Salary:** £15,658 to £18,005  
**Reference:** 293113TD

We are looking for a suitably experienced person to join our team delivering an efficient and effective Post & Portering service to the University. This is a manual working position and will involve the supervision of staff carrying out section tasks while providing a customer focused service to our clients.

You will have proven relevance of your experience, including the supervision of a team providing a similar function, and will have a good knowledge of Health and Safety issues. You should have the ability to manage staff, and be able to liaise with external contractors and suppliers alike. You will be computer literate and used to working to, and meeting deadlines. You should possess a full UK driving licence and be used to driving large vans. A substantial element of this role will involve manual handling i.e. heavy lifting therefore applicants should take this into consideration when applying for the role.

This is a permanent position, with a basic working week of 36 hours, some overtime will be required.

### Application Procedure:

You should submit your completed online application form at [www.jobs.ac.uk](http://www.jobs.ac.uk) If you require any assistance, please contact Donna Stansbridge on +44 (0) 23 8059 4048. Please quote reference 293113TD on all correspondence.

[www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk)

# University of Southampton

## Accounts Payable Assistant

### Finance

**Location:** Highfield Campus

**Salary:** £15,658 to £18,005 per annum

**Closing Date:** Wednesday 16 October 2013

**Reference:** 300113RR

The University is seeking to appoint a full time Accounts Payable Assistant within the central Finance Department. This post forms part of the administration team dealing with University suppliers and interrogation of the University's finance system, Agresso.

The successful candidate must possess excellent communication skills and preferably have experience of Agresso or similar complex web based software. The appointee is likely to have worked for a large organisation in a busy Accounts Payable Office, using main frame computer systems and PC software packages, including Excel and Word.

Multi-tasking, rotating duties, having good interpersonal skills and possessing a positive telephone manner are fundamental to these posts. As is being self-motivated, pro-active and accurate keyboard skills.

**Interviews:** Week commencing 4th November 2013

**Application procedure:** You should submit your completed online application form at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk). If you need any assistance, please call the Recruitment Team on +44 (0) 23 80593784. Please quote reference 300113RR on all correspondence.

## Administrative Assistant (Recruitment & Admissions) Faculty of Natural & Environmental Sciences SAA

### SAA - Natural & Env Sciences

**Location:** Highfield Campus

**Salary:** £15,658 to £18,005

**Closing Date:** Friday 11 October 2013

**Interview Date:** Thursday 31 October 2013

**Reference:** 300013GX

We are seeking to appoint an Administrative Assistant in support of the Faculty of Natural and Environmental Science's (FNES) undergraduate recruitment and admissions processes. You will join a friendly and professional team who provide support for a range of business processes that cover the pre-application, application and post-application / pre-enrolment stages in the student life cycle.

For an informal discussion about this post, please contact Susan Saunders, FNES Functional Team Leader for Recruitment and Admissions: email: [S.J.Saunders@soton.ac.uk](mailto:S.J.Saunders@soton.ac.uk), telephone extension 24325.

Application procedure:

The closing date for this post is 11 October 2013. You should submit your completed online application form at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk). If you require any assistance please contact Emily Enright at +44(0)23 8059 2507. Please quote reference 300013GX on all correspondence.

[www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk)

# University of Southampton

## Early Years Practitioner (Modern Apprentice)

### Early Years Centre

**Location:** Highfield Campus

**Closing Date:** Tuesday 08 October 2013

**Reference:** 291613EW-R

**Salary:** £6,743

**Interview Date:** To be confirmed

**Closing date:** 8 October 2013.

You will be responsible for helping in the delivery of a quality provision of care and education for children under five. You should be able to multi-task, communicate effectively, plan activities for children under supervision and complete allocated work on time.

You must also have a willingness to work towards NVQ in Childcare Level 2 or equivalent.

**For an informal discussion please contact the Centre Manager, Telephone (023) 8059 3465, email: [eycentre@soton.ac.uk](mailto:eycentre@soton.ac.uk)**

### Application procedure:

You should submit your completed online application form at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk). If you need any assistance, please call Carol Read on +44 (0) 23 8059 3649. Please quote reference 291613EW-R on all correspondence.

## Laboratory Assistant

Biological Sciences Technical

Salary: £14,202 to £15,303

Interview Date: To be confirmed

Location: Highfield Campus

Closing Date: 09 October 2013

Reference: 295113BJ

You are invited to apply for the full time post of Laboratory Assistant to work as part of the Technical team supporting the Centre for Biological Sciences research and teaching activities.

The ideal candidate will be able to work with a variety of waste streams (chemical, biological and recycling) to a number of cleaning protocols and be able to assist in the cleaning and maintenance of a range of common basic laboratory equipment and facilities.

**This post is available immediately and you are welcome to raise any queries with Mrs Rachel Fitzearle the Senior Technical Manager on email: [rav@soton.ac.uk](mailto:rav@soton.ac.uk), Tel: 023 8059 2027**

### Application procedure:

You should submit your completed online application form at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk). If you need any assistance, please call Carol Read on +44 (0) 23 8059 3649. Please quote reference 295113BJ on all correspondence

[www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk)

# Hotel / Catering Vacancies

<b>Food and Beverage Assistant</b>	Holiday Inn
<b>Casual Kitchen Porter</b>	The Marriott
<b>Casual Swimming Co-ordinator</b>	The Marriott
<b>Casual Health &amp; Beauty Therapist</b>	The Marriott
<b>Food &amp; Bar Associate</b>	The Marriott
<b>Casual Guest Room Attendant</b>	The Marriott



Please visit this website for details of this week's jobs and many more!

[www.caterer.com](http://www.caterer.com)

# Fast Food

## Domino's Pizza

[www.dominos.co.uk](http://www.dominos.co.uk)

## Pizza Hut

[www.careersatpizzahut.co.uk](http://www.careersatpizzahut.co.uk)

## Burger King

[www.bkcareers.co.uk/crew.aspx](http://www.bkcareers.co.uk/crew.aspx)

## Subway

[www.subway.co.uk/business/careers/default.aspx](http://www.subway.co.uk/business/careers/default.aspx)

**9 stores in Southampton**



## KFC

[www.kfc.co.uk/join-us](http://www.kfc.co.uk/join-us)

## McDonalds - Vacancies available this week

Job ID	Title	Restaurant Name	Employment Type	Shift
51534	Crew Member	Eastleigh	Full Time	Fully Flexible
16111	Crew Member Ower Part Time	Ower	Part Time	Evenings
51665	Shift Running Floor Manager	Shirley Road,Southampton	Full Time	Fully Flexible
51662	Trainee Assistant Manager	Shirley Road,Southampton	Full Time	Fully Flexible
50684	Crew Member	Eastleigh	Full Time	Fully Flexible
19654	Crew Member West Quay Retail Park Overnights 18yrs	Southampton Esplanade	Part Time	Overnight
29063	Crew Member Ower Over 18's Overnights	Ower	Part Time	Overnight
8880	Crew Member West Quay Full Time	Southampton - West Quay	Full Time	Fully Flexible
48661	Crew Member	Rownhams Southbound Msa	Part Time	Fully Flexible
10018	Crew Member Millbrook F/T	Southampton - Millbrook	Full Time	Fully Flexible

[www.mcdonalds.co.uk/ukhome/People/Join-the-team.html](http://www.mcdonalds.co.uk/ukhome/People/Join-the-team.html)

# West Quay Vacancies

## Sales Advisors - Dorothy Perkins

We have various positions for part time sales advisors in store. If you have a passion for fashion and excellent customer service skills then this is the role for you.

4 weekend staff with flexibility for evenings.

1 delivery staff team member to support with efficient processing of all deliveries for the store.

1 key time sales advisor to support late night store runnings throughout the week.

All positions will require you to be able to support the store in the run up to, and during Christmas peak trade.

If you wish to apply for these positions please complete a WestQuay application form (available at the Information Desk) and submit with your CV and hours available in store.

## Sales Assistants - Magnolia Silver Jewellery

Competitive salary offered to the right people for these two permanent positions.

Sales experience preferred; full training given. Drop your CV into Kiosk on Upper Shopping

## Barista - Starbucks

Looking for 1-2 fully flex baristas able to work Mon-Sun 6am-10pm to start asap. Must have great customer services skills, love working as part off a team to deliver excellent standards and have fun in our team, while creating that world class experience for the customer every day.

Full training will be given so no experience needed, just a great personality that enjoys talking to regular/new customers.

We offer great benefits in discounts, shares, holiday pay, bonuses and also a great opportunity in joining a apprenticeship program to gain recognized qualifications.

Please visit Starbucks UK online and print off a application form and hand into Starbucks West Quay store.

# West Quay Vacancies

## Team Members - KFC

KFC is always looking for the right people to help grow our business, people who will share our passion and work together as one team, delivering the same excellent products and customer mania service, people that work hard and have fun in our reward and recognition culture.

We know we need the very best people on our team. We've learned that if we put "people capability" first, satisfied customers and profitability follow. This means hiring, developing and retaining the right people to take our brands to the customer. The Secret is...being part of the world's largest restaurant business! ...only at KFC.

As a Team Member you will be responsible for supporting the Management Team in the smooth running of your store.

Major duties and responsibilities Team Member:

- Delivering a Customer Mania service level
- Delivering fantastic products and outstanding restaurant cleanliness
- Accurately handling cash and using our till system

The role will require energy, confidence, flexibility and some previous customer service experience would be beneficial. In return you will receive world-renowned training, great opportunities to progress and get to work with people who enjoy what they do and offer great and fast service to all their customers.

Previous experience of working in a fast paced customer focused environment is preferable but not essential.

You must be eligible to live and work in the UK to be considered for this position.

If you are interested in joining us as a Team member or team leader please visit:



[www.kfc.co.uk/join-us](http://www.kfc.co.uk/join-us)



# West Quay Vacancies

## Sales Assistants - Saints Store / Football Club

We are looking for Casual Retail Assistants who are presentable, reliable and have a passion for delivering exceptional service to the customer.

The successful candidates will be required to work at our retail outlets at St. Mary's Stadium and WestQuay.

The successful candidates will need to be flexible as they will support current staffing levels during busy periods as well as covering any absences on an ad-hoc basis.

If you are keen to undertake a new exciting challenge, please email your CV with a covering letter to [hr@saintsfc.co.uk](mailto:hr@saintsfc.co.uk)

The closing date for applications is Wednesday 9th October.

Southampton Football Club is an Equal Opportunities Employer

[www.saintsfc.co.uk](http://www.saintsfc.co.uk)

## Sales Associates - GAP

The friendliness and high performance of our people is as much a factor in our continuing success and unique culture as our stylish merchandise. So we're looking for the most talented people in the industry to help us make as much of a success of our future as we have of our past and to deliver an excellent in store customer experience across all areas of the store from the sales floor to the fitting room and the cash wrap.

As a Sales Associate in store you will be at the front line in delivering an excellent in store experience for your customers, you will be confident in your communication skills, and both your knowledge and passion around your product will mean that you will be able to meet their every need. We'll give training to develop your existing experience and give you the confidence to flourish. If you show the potential to progress further, we'll encourage this too. And because we're developing so quickly, there will be plenty of room for your career to grow.

All Applications must be made on [www.gapcareers.co.uk](http://www.gapcareers.co.uk) Not in store

[www.west-quay.co.uk](http://www.west-quay.co.uk)

# Marlands

Vacancies displayed on the Marlands webiste this week



## COFFEE SHOP ASSISTANTS

Part time Coffee Shop Assistant required. Please drop in your CV to BB's to apply for the position.



## HAIR STYLIST

Hair Stylist required for Saturdays. Applicants must be NVQ Level 3 trained. Please drop in your CV at Supercuts to apply for the position.



## PC TECHNICIAN

Full time. Experience necessary. Please drop in your C.V. to Tech Bods to apply for the position.

[http://intomarlands.co.uk/job\\_opportunities](http://intomarlands.co.uk/job_opportunities)

# NHS Vacancies

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## Admin Assistant Medical

Posted: 25/09/2013

### **NHS England**

SECONDMENT OPPORTUNITY We are seeking a new team member in the FHS function of the Medical Directorate to assist with the processes for GP, dental, optom and pharmacy performance at Oakley Road, Southampton. The full-time post is for 3 - 6 months, pending the review of the FHS function, and we would actively encourage anyone currently employed by NHS England...

£16,271 to £19,268 pa

Southampton

Fixed Term Temporary

Closing date

09/10/2013

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## PACS/ RIS Administrator

Posted: 24/09/2013

### **University Hospital Southampton NHS Foundation Trust**

An excellent opportunity has arisen for a PACS/RIS Administrator to work closely with the existing PAC/RIS Administrator to support the PACS and RIS Team at University Hospital Southampton NHS Foundation Trust. The post is based in the Radiology Care Group at Southampton General Hospital. The successful candidate will be hard working, enthusiastic with excellent administrative, IT, organisational and communication skills....

£21,388 to £27,901

Southampton

Permanent

Closing date

08/10/2013

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## Administration Assistant

### **Administration Team**

Posted: 23/09/2013

### **NHS West Hampshire CCG**

West Hampshire is one of the largest Clinical Commissioning Groups and has 53 Constituent member practices within six localities and an allocation of £580m to commission health services on behalf of its 539, 000 residents. We commission acute services from four main providers: University Hospitals Southampton Foundation Trust, Hampshire Hospitals Foundation Trust, Royal Bournemouth and Christchurch Foundation Trust and Salisbury Foundation...

£14, 294-£17, 425

Omega House, Eastleigh

Permanent

Closing date

07/10/2013

# City / County Councils

Vacancy Title	Council	Location	Closing Date	Salary	Hours Per Week
<b>Administrative Assistant -</b> (HCC1365165) Job Reference: 1365165	Hampshire County Council	Southampton Totton	8 Oct 2013	£14,277 - £15,141 pro-rata	• 27.5
<b>Business Administration Apprenticeship – Customer Services</b> Job Reference: 1370100	Other Organisations	Southampton Totton	16 Oct 2013	£115 to £135 per week	Full Time/Full Year
<b>Business Administration Apprenticeship – Marketing</b> Job Reference: 1371422	Other Organisations	Southampton Totton	11 Oct 2013	£115 - £135 per week (apprentice rate)	Full Time
<b>Capital Projects Support Officer - 274592</b> Job Reference: 1371601	Southampton City Council	Southampton	18 Oct 2013	£16,467 - £21,734	37 Part time hours over 5 days per week can be considered. Start and end times can be flexible but would to be agreed on appointment
<b>Cashier - 274241</b> Job Reference: 1371120	Southampton City Council	Southampton	18 Oct 2013	£15,133 - £19,376	37
<b>Cleaner - The Polygon School</b> Job Reference: 1371898	Southampton City Council	Southampton	11 Oct 2013	£6.62 Per Hours	2.15 hours per day, five days per week worked between the hours of 14.30 and 18.00
<b>Finance &amp; Administration Assistant - Bitterne Park School</b> Job Reference: 1370187	Southampton City Council	Southampton	4 Oct 2013	Grade 5	37 Hours Per Week
<b>Finance Assistant - 271762</b> Job Reference: 1367581	Southampton City Council	Southampton	4 Oct 2013	£8,233 - £10,867	18.5
<b>Library Assistant - 271806</b> Job Reference: 1367649	Southampton City Council	Southampton	4 Oct 2013	£2,934 - £3,729	8



Hampshire  
County Council

[www.hampshirejobs.org.uk](http://www.hampshirejobs.org.uk)

# City / County Councils

Vacancy Title	Council	Location	Closing Date	Salary	Hours Per Week
<b>Nursery Room Leader</b> - Fairisle Infant and Nusery School Job Reference: 1367595	Southampton City Council	Southampton	7 Oct 2013	Full time equivalent range £19,126 to £26,276, Actual salary range £14,312 to £19,663	
<b>Resource Centre Administrator</b> - 272846 Job Reference: 1369239	Southampton City Council	Southampton	11 Oct 2013	£15,133 - £19,570	37
<b>Seasonal Instructors</b> (HCC1370973) Job Reference: 1370973	Hampshire County Council	Calshot New Forest Southampton	17 Nov 2013	£14,277 - £15,141 per annum	37
<b>Senior Administrative Assistant</b> - HCC1368993 Job Reference: 1368993	Hampshire County Council	Eastleigh	4 Oct 2013	£15,288 - £17,205 per annum	37
<b>Youth Worker (Part-time - permanent &amp; casual)</b> Job Reference: 1364717	Eastleigh Borough Council	Eastleigh	31 Jan 2014	within the range £14,109 to £16,040 a year pro rata	part-time, various hours (hours are varied but are mostly afternoons, evenings & occasional weekends)
P00143 <b>Cemeteries Operative</b> Job Reference: 1371437	New Forest District Council	Lymington New Forest	23 Oct 2013	£16,693 - £18,748 per annum	37 hours per week



Hampshire  
County Council

[www.hampshirejobs.org.uk](http://www.hampshirejobs.org.uk)

# Supermarkets

[www.tesco-careers.com/jobsearch.cfm](http://www.tesco-careers.com/jobsearch.cfm)

[www2.sainsburys.co.uk/aboutus/recruitment/careers\\_new.htm](http://www2.sainsburys.co.uk/aboutus/recruitment/careers_new.htm)

[www.jlpjobs.com/jobs/waitrose-jobs.htm](http://www.jlpjobs.com/jobs/waitrose-jobs.htm)

[www.asda.jobs](http://www.asda.jobs)

[www.co-operative.jobs](http://www.co-operative.jobs)

[www.morrisons.co.uk/corporate/work-with-morrisons](http://www.morrisons.co.uk/corporate/work-with-morrisons)

[www.aldirecruitment.co.uk](http://www.aldirecruitment.co.uk)

[www.lidl.co.uk](http://www.lidl.co.uk) then select CAREERS



Or just call in and ask about jobs - most stores have a noticeboard



# Volunteering

Voluntary work can be rewarding and give you the skills to help you into work

Visit these websites for more information

[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

[www.southamptonvs.org.uk](http://www.southamptonvs.org.uk)

[www.do-it.org.uk](http://www.do-it.org.uk)



This week's featured opportunity:

## Make a Difference Conservation Volunteers (Woodmill)

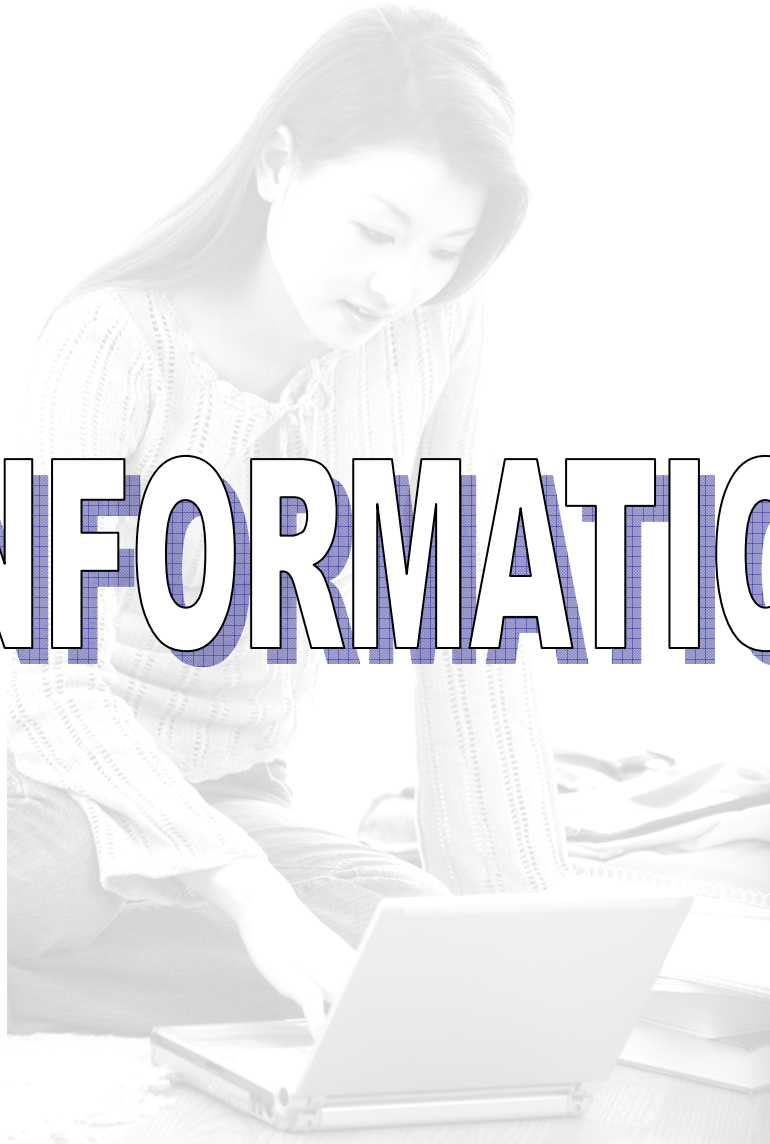
Groundwork Solent is running an exciting environmental conservation project in Southampton called 'Make a Difference.' We are looking for enthusiastic people living in Southampton who are aged 16 and over to get involved in fun outdoor environmental conservation activities that will be based on two sites in the city; Woodmill Outdoor Activity Centre and The Shoreburs Greenway. (Sholing Valleys) This is a great volunteering role, whilst meeting new people and having fun, we will provide you with opportunities to find out more about your local environment and learn and improve your conservation skills. What activities can you get involved in? - Planting and maintaining flower and shrub beds. - Clearing woodland and coppicing to open up areas and encourage wildflowers. - Stabilising the riverbank. - Creating a woodland walk, maintaining footpaths to include interpretation boards and a sensory trail. - Removing invasive plants and replanting native species to benefit the local wildlife such as Japanese Knotweed. - Building and installing bat boxes.

Woodmill Canoeing Outdoors Activity Centre  
Woodmill Lane  
Southampton  
SO18 2JR

Visit [www.do-it.org.uk](http://www.do-it.org.uk) for more details of this opportunity

Something valuable to add to your CV \* Improve future employment prospects  
Help your local community

# INFORMATION





# Don't forget to visit our website:

[www.youngsouthampton.org](http://www.youngsouthampton.org)



**Young Southampton**  
Southampton Children and Young People's Trust

Home | Privacy | Contact

Enter keywords

Text Size:

Home Children and Young People Parents and Carers Working with Children

You are here: [home](#) > [Children and young people](#)

### Children and Young People

Welcome to Young Southampton, the Southampton Children and Young People's Trust website.

In this section of the site we provide information for children and young people within the Southampton area.

So, if you want to [find something to do](#), need some [money guidance](#) or [housing advice](#), or if you're [trying to find work](#), then you've come to the right place.

[We're also on Facebook](#). 'Like us' to be informed of the latest news and events for young people.

### Job vacancy bulletins and signposting guide

Download our job vacancy bulletins.

- [Job Vacancy / Information Bulletin](#)
- [Vacancies working with children](#)

Use the signposting guide to find relevant support.

- [Signposting guide](#)
- [NEET Directory](#)

### Like us on Facebook

Like us on Facebook receive site updates and information targeted at children young people.

223

Rate and comment on this page

Twitter

The current version of this bulletin can be downloaded here

More vacancies -  
Childcare

Details of other organisations who can help you

'Like' Young Southampton on FACEBOOK to receive updates

Directory of training opportunities

# JOB PROFILES

# VICTIM CARE OFFICER

If you want a rewarding job that allows you to help people facing difficult circumstances then this could be the career for you.

As a victim care officer, you would give support to people who have experienced crime and also to witnesses of crime who may be involved in court proceedings.

You don't need any specific qualifications for this career but you will need to be a good listener, and be able to deal with people in a sensitive way. You would normally get into this role by volunteering with a victim support charity or through experience gained from working with vulnerable people in related areas, such as counselling or the justice system.

## The work

As a victim care officer (VCO), you would help people come to terms with the aftermath of crime.

Each victim is unique and your challenge would be to create a tailored solution that meets the different needs and feelings of the people using the service. Some VCO posts target specific groups, for example victims of serious sexual assault, domestic abuse or anti-social behaviour.

Some clients will not have spoken of their feelings before and a range of emotions can come to the surface, such as distress, confusion, guilt, or anger (which may initially be directed at you).

You may visit clients at home or support them over the telephone. Your role would typically involve:

- listening carefully and with sensitivity to what the client has to say
- reassuring them that the events were not their fault and their reactions are normal
- assessing their needs, both practical and emotional and then arranging or directly giving that support
- providing an objective viewpoint, possibly including information on legal processes
- making sure that victims have access to other relevant services and agencies
- ensuring appropriate confidentiality.



Starting Salary	£15,000 per year
Hours per week	37 - 40 per week

For more information visit: [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

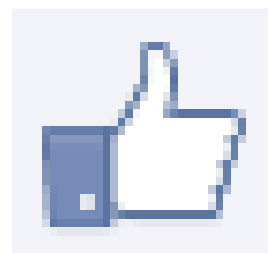
# Why not visit our facebook page?

[www.youngsouthampton.org/facebook](http://www.youngsouthampton.org/facebook)



**267** young people in Southampton are currently receiving updates on jobs / training / general information from us ...

*why don't you too?*



# NATIONAL MINIMUM WAGE

**New rate from  
1 October 2013**

**Pay and Work Rights Helpline  
0800 917 2368**



Year	21 and over	18 to 20	Under 18	Apprentice*
<b>2013</b> (current rate)	<b>£6.31</b>	<b>£5.03</b>	<b>£3.72</b>	<b>£2.68</b>
2012	£6.19	£4.98	£3.68	£2.65
2011	£6.08	£4.98	£3.68	£2.60
2010	£5.93	£4.92	£3.64	£2.50

\*This rate is for apprentices under 19 or those in their first year. If you're 19 or over and past your first year you get the rate that applies to your age.

## National Minimum Wage Calculator

Check if your pay matches the National Minimum Wage or if your employer owes you payments from past years

[www.gov.uk/am-i-getting-minimum-wage](http://www.gov.uk/am-i-getting-minimum-wage)



# TRAINEESHIPS

## Coming soon to Southampton

### What is a Traineeship?

Traineeships prepare young people for their future careers by helping them to become 'work ready'.

Traineeships provide the essential work preparation training, maths and English and work experience needed to get an Apprenticeship or other job:

- Work preparation training which ensures young people have the skills and confidence needed for an Apprenticeship or other job.
- Maths and English support to improve young people's literacy and numeracy.
- Meaningful work experience which provides insight and experience of the world of work.

### Who are Traineeships for?

Traineeships are an ideal opportunity for young people who are motivated to get a job but who lack the skills and experience that employers are looking for. Young people who have been applying unsuccessfully for Apprenticeship vacancies due to a lack of skills or experience could be good candidates for a Traineeship.



More information coming soon ... watch this space!

# RAISING THE PARTICIPATION AGE

## Information for young people

From summer 2013, the Government has changed the law so that all young people in England will have to continue in education or training until their 18th birthday.

If you started **Year 11 in September 2012**, you will need to continue in education or training until at least the end of the school year in which you turn 17.

If you are in **Year 10 or below**, you will need to continue until at least your 18th birthday.

This does not necessarily mean that you have to stay in school, and there are a number of options that you can choose:

- Study full-time such as in a school, college or with a training provider;
- Full-time work or volunteering combined with part-time education or training;
- An Apprenticeship

You are of course free to take a summer job and then go onto to a full-time course from September. But, if you decide to continue in full-time work you will need to combine that with part-time study.

[www.education.gov.uk/rpa](http://www.education.gov.uk/rpa)



[www.gov.uk](http://www.gov.uk)



# CHILD EMPLOYMENT

## **Children (under 16 years of age) are not allowed to work:**

- without an employment permit issued by the education department of the local council, if this is required by local bylaws
- in places like a factory or industrial site
- during school hours
- before 7am or after 7pm
- for more than one hour before school (unless local bylaws allow it)
- for more than 4 hours without taking a break of at least 1 hour
- in most jobs in pubs and betting shops and those prohibited in local bylaws
- in any work that may be harmful to their health, well-being or education
- without having a 2-week break from any work during the school holidays in each calendar year

There are also special rules which only apply during term times and school holiday times.

## **Term time rules**

During term time children can only work a maximum of 12 hours a week. This includes:

- a maximum of 2 hours on school days and Sundays
- a maximum of 5 hours on Saturdays for 13 to 14-year-olds, or 8 hours for 15 to 16-year-olds

## **School holiday rules**

During school holidays 13 to 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

- a maximum of 5 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

During school holidays 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

- a maximum of 8 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday



[www.gov.uk/child-employment/restrictions-on-child-employment](http://www.gov.uk/child-employment/restrictions-on-child-employment)



# More info from GOV.UK

## School leaving age

You can leave school on the last Friday in June, as long as you'll have turned 16 by the end of that school year's summer holidays. However, you may need to stay in some form of education or training for longer.

[www.gov.uk/know-when-you-can-leave-school](http://www.gov.uk/know-when-you-can-leave-school)

## Get a replacement exam certificate

Contact an exam board to get a replacement exam certificate. You may need to prove your identity to get your certificate.

[www.gov.uk/replacement-exam-certificate](http://www.gov.uk/replacement-exam-certificate)

## What different qualification levels mean

There are 4 main frameworks that group all qualifications into the same levels from entry to level 8.

[www.gov.uk/what-different-qualification-levels-mean](http://www.gov.uk/what-different-qualification-levels-mean)

## Careers helpline for teenagers

Information and advice about what career choices are available if you're a teenager in England.

[www.gov.uk/careers-helpline-for-teenagers](http://www.gov.uk/careers-helpline-for-teenagers)





[www.transportdirect.info](http://www.transportdirect.info)

For help with directions and travel

[www.fish4jobs.co.uk](http://www.fish4jobs.co.uk)

Features around 20,000 jobs

[www.jobsite.co.uk](http://www.jobsite.co.uk)

Upload your CV & Get Jobs-by-Email

[www.fasttomato.com](http://www.fasttomato.com)

Careers interactive programme



## MORE USEFUL WEBSITES

[www.dailyecho.co.uk/jobs/tools/](http://www.dailyecho.co.uk/jobs/tools/)

Submit your CV and the Daily Echo will match it to their jobs.

[http://career-](http://career-advice.monster.ca/job-interview/interview-preparation/interview-prep-for-young-people/article.aspx)

[advice.monster.ca/job-](http://career-advice.monster.ca/job-interview/interview-preparation/interview-prep-for-young-people/article.aspx)

[interview/interview-](http://career-advice.monster.ca/job-interview/interview-preparation/interview-prep-for-young-people/article.aspx)

[preparation/interview-prep-for-](http://career-advice.monster.ca/job-interview/interview-preparation/interview-prep-for-young-people/article.aspx)

[young-people/article.aspx](http://career-advice.monster.ca/job-interview/interview-preparation/interview-prep-for-young-people/article.aspx)

Interview advice

[www.adviceguide.org.uk/england/debt\\_e/young\\_people\\_money\\_and\\_consumer\\_rights.htm](http://www.adviceguide.org.uk/england/debt_e/young_people_money_and_consumer_rights.htm)

Lots of financial information for young people

[www.learndirect.co.uk/campaigns/worth-learning/managing-](http://www.learndirect.co.uk/campaigns/worth-learning/managing-money/understanding-your-payslip/)

[money/understanding-your-](http://www.learndirect.co.uk/campaigns/worth-learning/managing-money/understanding-your-payslip/)

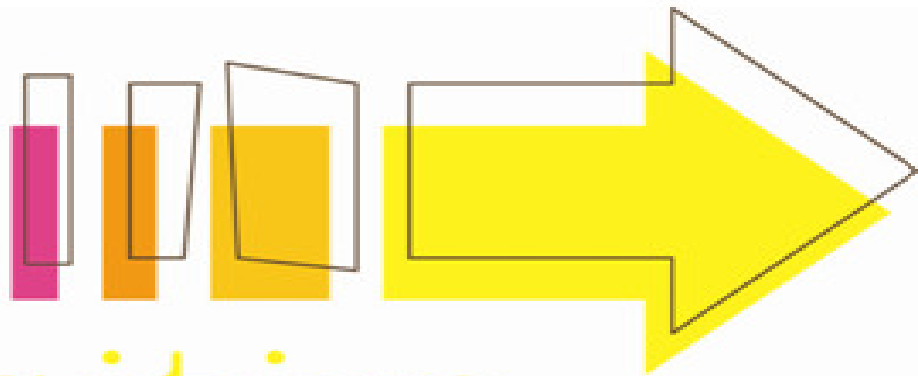
[payslip/](http://www.learndirect.co.uk/campaigns/worth-learning/managing-money/understanding-your-payslip/)

[payslip/](http://www.learndirect.co.uk/campaigns/worth-learning/managing-money/understanding-your-payslip/)

Starting work – understanding your payslip

<http://life.wilko.com/the-students-guide-to-bills/>

Living independently?  
This guide will help you budget efficiently.



# Positive Directions



**Aged 16 – 17?**



**Not in Education, Training or Working?**



**No GCSE's? Or GCSE's below a C?**

**We can help you to decide your future, we work with you to achieve your goals!**

**Contact Francesca Prior at City Limits Employment on 02380917585**



Part of the Youth Contract Funded by the Education Funding Agency

# Want to move your family forward

**BUT.....**

I want to be part of my local community – I feel socially isolated

I am concerned about Health or Well-being? How can I work?

I can't use computers / email accounts? How do I do that? Internet searches

Child care

I have no CV – Interviews? How do I do it?

I have not worked for years... Where do I start?



EMPLOYMENT

## Family Project

Call us at City Limits Employment on **02380 917585**

Ask to speak to Mandy Burdfield, Francesca Prior or Mandy Jurd  
or email for further information:


[mandy.burdfield@southampton.gov.uk](mailto:mandy.burdfield@southampton.gov.uk)

[francesca.prior@southampton.gov.uk](mailto:francesca.prior@southampton.gov.uk)

[amanda.jurd@southampton.gov.uk](mailto:amanda.jurd@southampton.gov.uk)

We want to help you **AND** your family!



A young man with short hair, wearing a plaid shirt over a white t-shirt and jeans, stands in the center of the page. The word "TRAINING" is superimposed over his torso in a large, bold, white font with a purple outline.

# TRAINING



# Find the job you're looking for this year

## Careers fair hosted by Careers Development Group

**Date:** 4 October 2013

**Time:** 10am-4pm

**Venue:** Holiday Inn, Herbert Walker Avenue,  
Southampton, SO15 1HJ



Sponsored by:



**CAPITA**



In association with:



Come and meet employers from different industries who will be promoting job opportunities in a range of roles.

The careers fair is free to enter and will showcase opportunities for all jobseekers in Southampton.

For more information contact Lisa Gonçalves at [lisa.goncalves@cdguk.org](mailto:lisa.goncalves@cdguk.org) or on 0300 247 2417.

CDG is a Business Solent Champion.

Shaw Trust and Careers Development Group have merged to form a charity building on the successes of both organisations.



This project is part financed by the European Union.

Careers Development Group | Carlton Plaza | 111 Upper Richmond Road | Putney | London SW15 2TJ  
Registered charity no. 285251 Registered company no. 1647371

# Make your own **YOUTH CHOICES**



Are you...  
Aged 16-19?  
Not in college?  
Out of work?  
Not sure what's next?

Smash your barriers  
Find your strengths  
Know your skills  
Think positively  
Work in a team  
Plan for a job or course  
Set goals



[youth@safe.org.uk](mailto:youth@safe.org.uk) 023 8070 2222

## The Details...

### Days and Times

Thursdays & Fridays for 5 weeks  
10.30am—3.30pm

### Where?

At a local venue in Southampton

### What's the cost?

Course = free  
Free lunch, drinks & snacks  
Travel expenses reimbursed

### Interested?

Contact Charlotte or Becky



023 8070 2222



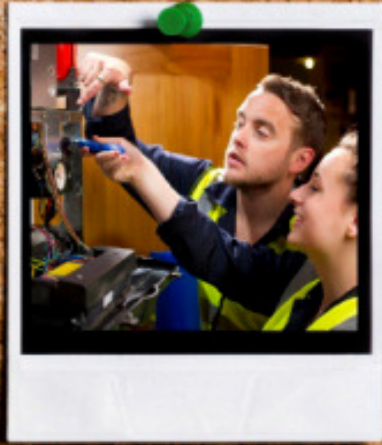
[youth@safe.org.uk](mailto:youth@safe.org.uk)



[www.safe.org.uk](http://www.safe.org.uk)

For more information please call

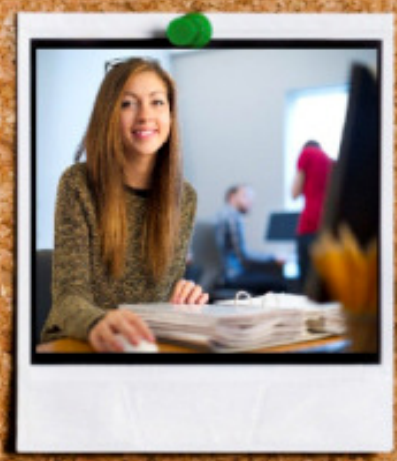
02380702222



# National Apprenticeship Service Bootcamp 2013



16 - 18 years old?  
Don't fancy Uni  
but want to  
advance your  
skills?  
An Apprenticeship  
might be for you...



## National Apprenticeship Service Bootcamp 2013

Venue: 3rd Floor, One Guildhall Square, Above Bar Street, Southampton, SO14 7FP  
Monday 28th - Wednesday 30th October

Following the success of the Bootcamps held over summer, Capita are pleased to announce they are hosting a second Southampton event. The Bootcamp programme is aimed at 16-18 year olds, and is designed to improve employability skills in order to help you search and apply for an Apprenticeship that suits your skills and interests. The Bootcamp is free to attend and lunch is included, plus you will receive £30 of Gift Vouchers for one of the largest online retailers for attending.\*

Register for your free place:

Online at: [www.capita-ld.co.uk/courses/Pages/bootcamps.aspx](http://www.capita-ld.co.uk/courses/Pages/bootcamps.aspx)  
Or email: [bootcamp2013@capita.co.uk](mailto:bootcamp2013@capita.co.uk) stating the following:

- Location (and date) of event
- Full name, age and address
- Email address
- Phone number
- Dietary requirements
- Medical or access requirements

Or call: 0203 3678313

\*Please note that due to limited space on the Bootcamps, places will be allocated on a first come, first served basis. Gift vouchers will be given to those who attend all 3 days of the programme.

Registration  
now open!

# SAINTS BOX



LEARN THE BASICS. GET FIT. HAVE FUN. BOX.

SUPPORTED BY



WEDNESDAYS  
5PM-6PM

STARTS  
WEDS 18 SEPT

FREE BOXING SESSIONS FOR 14-25 YRS

BOOK YOUR SPACE AT:  
THE GARAGE YOUTH CENTRE, ELING REC, TOTTON  
OR FIND US ON FACEBOOK "The Garage Ufi"





# The Military Preparation College

## Disappointing GCSE Results?

The Military Preparation College recognises the potential in every one of its learners and doesn't select based on previous academic achievement... [more](#)



## Time to Change Your Life?

Some young people find today to be a challenge, thinking that if their GCSE results aren't as good as expected, they have limited options. The Military Preparation College recognises that the traditional academic environment doesn't suit everyone and instead celebrates its learners' enthusiasm for realising their own potential. Find out more at one of our Open Days.

[MORE](#) →

## NEW Website now Live!

Our new website is now LIVE and attracting much interest. The navigation has been simplified and it is now fully updated with the latest social media tools such as live Twitter feeds.

A huge variety of activities take place at the Military Preparation College every day, such as military training days, physical training, careers sessions, academic work in vocational settings and ceremonies to celebrate learner success.

Visit the site TODAY to see how we have helped over 1,750 young people to enlist in the Armed Forces...

[MORE](#) →

[www.mpct.co.uk/](http://www.mpct.co.uk/)

## Over 220 Army Roles

A Job for Everyone

There are more than 220 roles in the Army which means that you are almost certain to find something which interests you. Start planning for a bright future...

[LEARN MORE](#) »

## Join the Military Preparation College

Places Available NOW!

Places are available now for young people aged 16-18 to gain the necessary skills to embark on a rewarding career in the Armed Forces.

[LEARN MORE](#) »



» ENGAGE  
» MOTIVATE  
» EDUCATE

MPCT, MPCT House, Oak Tree Court, Mulberry Drive, Cardiff Gate Business Park, Cardiff, CF23 8RS

Call us on 08442 438438



## with The Prince's Trust, in partnership with UKSA

If you are aged 16-25, unemployed and live in Southampton or the Isle of Wight (or within easy commute of Southampton) and interested in a career in Watersports, then join our FREE training programme, where you can:

- participate in a wide range of watersports including canoeing and Power boating
- gain a BCU Paddlestart Award, BCU One Star Award and a RYA Power Boating Level 2 Certificate
- improve your teamwork and communication skills and boost your confidence
- improve your interviewing skills and your CV at the same time
- receive up to six months support after the programme to help you find a job

### Apprenticeships available for the right young people with PGL and other Watersports companies

To be eligible for the programme you will be expected to attend a Taster Day on Tuesday, 8 October in Southampton.

This programme will run from 10-11 October in Southampton, and from 14-18 October in Cowes, Isle of Wight (residential)

Travel costs reimbursed and full board during residential

### Interested?

To register your interest, or for more information, please contact Shirley on 07909 545004 or text WATERSPORTS\* to the same number. Alternatively, email [gjsoutheast@princes-trust.org.uk](mailto:gjsoutheast@princes-trust.org.uk)

In Partnership with:





If you are aged 16-18 (up or 25 if you have a disability or a learning difficulty) living in or around Southampton and into Football but out of work then Get Started with us and achieve your goals.

Join our free 5 day football programme where you can:

- learn coaching skills from a professional football club
- gain a FA Level 1 Award in Coaching Football, the first step towards becoming a recognised football coach
- receive training in Child Protection
- meet new people, build confidence, improve your communication and teamwork skills
- get three months support after the programme to help you into further education, training or employment

Travel costs reimbursed and lunch provided for the duration of the programme

Taster Day: 23 October 2013  
 Programme: 28 October - 1 November 2013  
 Venue: Southampton

Interested?

Phone Shirley on 07909 545004 or text "Football Saints" to the same number.  
 Alternatively, email [gssoutheast@princes-trust.org.uk](mailto:gssoutheast@princes-trust.org.uk)

In partnership with:





# Getting started with IT

For job seekers

<b>Days</b>	Mon, Wed, Friday - Ongoing dates
<b>Times</b>	10am- 3pm ( plus open drop in sessions 3pm +Wed and Fridays)
<b>Content</b>	Entry level Learn to use a keyboard, internet job searching, email account set up and practice, create a CV, attach to email and send, set up and use Universal Job Match plus drop in sessions

# Getting started with computers

For everyone

<b>Days</b>	Mondays - Ongoing dates
<b>Times</b>	10am- 3pm ( plus open drop in sessions 3pm +Wed and Fridays)
<b>Content</b>	Entry level Learn to use a keyboard, practice internet searching, email account set up and attachments.

# Online Plus - one day workshop

<b>Days</b>	Tuesdays - Ongoing dates
<b>Times</b>	10am- 3pm
<b>Content</b>	Follow on to getting started course in a small group. Choose what you want to learn from the following, Use the internet for shopping, money management, online form filling, job hunting, photo sharing online, social networks

<b>Location</b>	Central Library Civic Centre, Southampton SO14 7LW
<b>Contact</b>	Paul Cunningham or Angie Evans
<b>Content</b>	<a href="mailto:Paul.cunningham@southampton.gov.uk">Paul.cunningham@southampton.gov.uk</a> or <a href="mailto:angie.evans@southampton.gov.uk">angie.evans@southampton.gov.uk</a> Tel: 023 8083 2162

# Opening Doors

to learning & work



Aged 16-18?  
Not in college?  
Not in work?  
Not sure what to do next?

The Opening Doors programme  
could be for you.....

## Opening Doors can provide:

- Help to gain qualifications
- Personal skills development
- Training for the workplace
- Info & advice on finding work
- Assistance with CVs and job application forms
- Support to assess and plan your future



## How long is the course?

You can attend for up to 18 weeks -  
depending on your personal learning programme.

## Where is it held?

Courses are held in the College's Skills Centres at:  
Junction Road in Totton or Waterside in Dibden Purlieu.

**(023) 80 874 874**

**info@totton.ac.uk**

## **Step Into Garden Maintenance**

Aged 16-18?  
Not in work  
or college?  
Looking for a  
short course with  
practical activi-  
ties?

For further  
information  
contact:  
t: 023 8087 4874  
e: info@totton.ac.uk

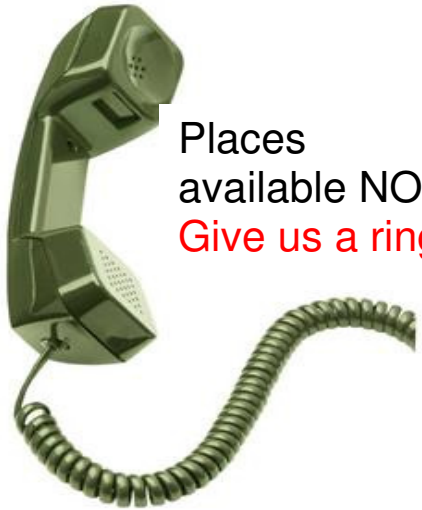
Step Into Garden Maintenance will assist you to :

- Learn about tools and equipment
- Assess maintenance needs for gardens
- Learn about lawn preparation and maintenance
- Understand methods for garden waste disposal
- Gain practical skills
- Learn about Health and Safety in the Workplace
- Develop skills for gaining employment

You will be supported to complete a short, part time accredited Award at our Waterside Skills Centre.

You will also receive information and advice about options for further learning, and have the opportunity to extend your course and learn new skills.

**Start dates to be confirmed.**



Places  
available NOW  
Give us a ring!



**Skills2Achieve (S2A) is a programme that helps and supports young people aged 16-18 to gain the skills to enter employment, apprenticeships or full-time education.**

**Learners are given essential information, advice and guidance to make real life choices on how to move forward, while also making new friends.**

**The programme, which is completely funded by the Young People's Learning Agency, provides the opportunity to build vocational skills and understand more about employment opportunities.**

**For more details please contact:**

*Amber Rowley  
Senior E2E Tutor  
Southampton  
02380 211683*

**1st Floor • Spitfire House • 28-29 High Street • Southampton • Hampshire • SO14 2DF**

**T 02380 211683**

**M 0759 5069594**

**E [amber.rowley@enham.org.uk](mailto:amber.rowley@enham.org.uk)**

**[www.enham.org.uk](http://www.enham.org.uk)**

# Youth Options

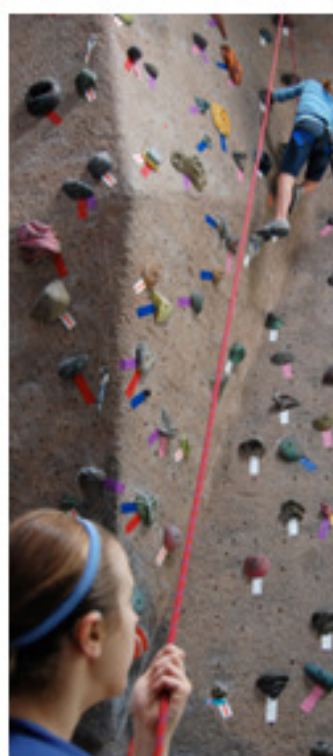
a better future  
for young people

Are you aged 16-17?

Fancy a week away full of fun activities?

How about gaining valuable experience  
volunteering whilst boosting your CV?

**Sign up now!**



£30

**Limited places available!**

Call Rachael Hancock  
07825041996

See reverse for more details







# APPRENTICESHIPS

# APPRENTICESHIPS

**What is an apprenticeship?**



An Apprenticeship is a real job with training so you can earn while you learn and pick up recognised qualifications as you go. If you live in England, are over 16 and not in full time education you can apply. They take between one and four years to complete and cover 1,500 job roles in a wide range of industries, from things like engineering to financial advice, veterinary nursing to accountancy

Apprenticeships are available in all sectors and industries throughout England. There are more than 280 different types of Apprenticeships available offering over 1,500 job roles, in a range of industry sectors, from engineering to boat building, veterinary nursing to accountancy. :

**Tell me more**

Intermediate Level Apprenticeships  
Advanced Level Apprenticeships  
Higher Apprenticeships

Yes, all employed apprentices will get a wage. The current 'apprentice National Minimum Wage' is currently £2.65 per hour\*.

However, as skills develop, many employers tend to increase wages – in fact, research has found that apprentices earn an average of £200 net pay per week.

The apprentice 'National Minimum Wage' applies to all 16 to 18 year olds and to those aged 19 and over in the first year of their Apprenticeship. If you reach age 19 and have completed the first year of your Apprenticeship your employer must pay you at least the 'full National Minimum Wage' rate for those aged 18 to 20.

**Do I get paid?**

# Looking for an Apprenticeship?

**FIRST 4 SKILLS**  
*Training that means business*

If you are interested  
please register  
online at:



[www.first4skills.com](http://www.first4skills.com)

t: 0845 071 9011 e: [info@first4skills.com](mailto:info@first4skills.com) f: [www.facebook.com/first4skillstraining](http://www.facebook.com/first4skillstraining)



# APPRENTICESHIPS ON-LINE

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

You will need to register on this website

Here is the current list of Apprenticeships available in the Southampton area NOW, please check the website as there are many more

[www.facebook.com/apprenticeships](http://www.facebook.com/apprenticeships)

<a href="#">Apprentice Dental Nurse with Ocean Dental Centre</a>	1	Southampton	Health - Dental Nursing	04/10/2013
<a href="#">Childcare apprenticeship with Creative Kidz</a>	1	Southampton	Children and Young People's Workforce	04/10/2013
<a href="#">Customer services advisor Apprentice with The Baggage Handling Company Limited</a>	2	Southampton	Customer Service (CFA)	03/10/2013
<a href="#">Customer Service Apprentice with JAF Services Ltd TA: Dyno-Rod</a>	1	Southampton	Business and Administration (CFA)	04/10/2013
<a href="#">Apprentice in Business and Administration Level 2 with Eastleigh College</a>	2	Eastleigh	Business and Administration (CFA)	03/10/2013
<a href="#">Advanced Apprenticeship Business Admin with Eastleigh College</a>	1	Eastleigh	Business and Administration (CFA)	03/10/2013
<a href="#">Business Administration Apprentice with Aspire Southampton Ltd</a>	1	Eastleigh	Business and Administration (CFA)	05/10/2013

<a href="#">Software Apprentice with Dynamics Consultants Ltd</a>	1	Southampton	IT, Software, Web & Telecoms Professionals	04/10/2013
<a href="#">Business and Administration Apprentice with Universal Plumbing Supplies Ltd</a>	1	Southampton	Business and Administration (CFA)	04/10/2013
<a href="#">Music Instrument Shop Apprentice with The Guitar Store</a>	1	Southampton	Retail (Skillsmart)	04/10/2013

<a href="#">Nursery Assistant with Beehive Nursery School</a>	1	Eastleigh	Children and Young People's Workforce	07/10/2013
<a href="#">Apprentice Office Administrator with Power Mortgages Ltd</a>	1	Southampton	Business and Administration (CFA)	06/10/2013
<a href="#">Apprentice – Business and Support Administration Assistant with Equinox Ip Limited</a>	1	Southampton	Business and Administration (CFA)	06/10/2013
<a href="#">Health and Social Care Apprenticeship with Colbury Care Ltd</a>	1	Southampton	Health and Social Care (Skills for Care)	06/10/2013
<a href="#">Business Administration Apprentice with Hunters Auto Electrical</a>	1	Eastleigh	Business and Administration (CFA)	06/10/2013
<a href="#">Citroen Automotive Apprentice Technician with Citroen U K Ltd</a>	1	Southampton	Vehicle Maintenance and Repair	06/10/2013
<a href="#">IT Apprentice with Dynamics Consultants Ltd</a>	1	Southampton	IT, Software, Web & Telecoms Professionals	07/10/2013

<a href="#">Marketing and Comms Apprentice with apprentices for business'</a>	1	Southampton	Marketing	06/10/2013
<a href="#">ATA - IT Support Apprentice with apprentices for business'</a>	2	Southampton	IT, Software, Web & Telecoms Professionals	06/10/2013
<a href="#">ATA - Marketing &amp; Communications Apprentice with apprentices for business'</a>	1	Southampton	Marketing	06/10/2013

<a href="#">Nursery Assistant with Rainbow Pre School</a>	1	Southampton	Children and Young People's Workforce	08/10/2013
<a href="#">Support Worker Apprenticeship with Complete Care</a>	1	Southampton	Health and Social Care (Skills for Care)	09/10/2013
<a href="#">Estate Agency Administration Apprentice with Shore Homes LLP</a>	1	Southampton	Business and Administration (CFA)	07/10/2013
<a href="#">Business Administration Apprentice with Hunters Auto Electrical</a>	1	Eastleigh	Business and Administration (CFA)	12/10/2013
<a href="#">Assistant in the Sales Department with Vanguard Fixings Ltd</a>	1	Southampton	Business and Administration (CFA)	08/10/2013
<a href="#">Apprentice Sales Negotiator with Enfields Property Services</a>	1	Eastleigh	Property Services (Asset Skills)	09/10/2013
<a href="#">RETAIL APPRENTICESHIP with Powerboats Ltd</a>	1	Southampton	Retail (Skillsmart)	07/10/2013

<a href="#">Customer Service Apprentice with Kate's Cafe Lounge Limited</a>	1	Southampton	Customer Service (CFA)	07/10/2013
<a href="#">Customer Service Apprentice with J Henrys Fish &amp; Chips</a>	1	Southampton	Hospitality and Catering (People 1st)	07/10/2013
<a href="#">Technician Apprentice with Sea Sure Ltd</a>	1	Southampton	Improving Operational Performance	12/10/2013

<a href="#">Childcare Apprenticeship with Wyvern Day Nursery</a>	2	Eastleigh	Children and Young People's Workforce	13/10/2013
<a href="#">Apprentice Machinist - CNC/Manual Turner with Series 4 Ltd</a>	1	Southampton	Engineering Manufacture (Craft and Technician)	13/10/2013
<a href="#">Business Administration Apprentice with Totton College</a>	1	Southampton	Business and Administration (CFA)	16/10/2013
<a href="#">Apprentice Smart Metering - Ref: BG1886 with British Gas Services Limited</a>	M u l t i p l e	Nationwide	Smart Meter Installations (Dual Fuel)	13/10/2013
<a href="#">Apprentice Office/Reception Assistant with Footner &amp; Ewing</a>	1	Southampton	Business and Administration (CFA)	13/10/2013
<a href="#">Care Assistant with St Margarets</a>	2	Southampton	Health and Social Care (Skills for Care)	13/10/2013
<a href="#">Media/Marketing/Administration Apprentice with Mediaquest</a>	1	Southampton	Business and Administration (CFA)	13/10/2013
<a href="#">Nursery/Childcare Apprentice with Owen</a>	1	Southampton	Children and Young People's Workforce	13/10/2013

<a href="#">Nurseries Limited</a>				
<a href="#">Production and IT Apprentice with Microlink PC UK Ltd</a>	1	Eastleigh	IT, Software, Web & Telecoms Professionals	13/10/2013
<a href="#">Hospitality Apprentice with Express by Holiday Inn Southampton West</a>	1	Southampton	Hospitality and Catering (People 1st)	14/10/2013

<a href="#">Apprentice Administration Assistant with Abds Accountancy</a>	1	Southampton	Business and Administration (CFA)	16/10/2013
<a href="#">Hairdressing Apprenticeship with Scissor Style 1</a>	1	Southampton	Hairdressing (Skills Active/Habia)	18/10/2013
<a href="#">Hairdressing Apprenticeship with Hot Heads</a>	1	Southampton	Hairdressing (Skills Active/Habia)	18/10/2013
<a href="#">Childcare apprenticeship with Creative Kidz</a>	1	Southampton	Children and Young People's Workforce	18/10/2013
<a href="#">Business Administration Apprentice with ITS</a>	1	Southampton	Business and Administration (CFA)	18/10/2013
<a href="#">Health and Social Care Apprenticeship with Aspen Lodge Care Home</a>	1	Southampton	Health and Social Care (Skills for Care)	18/10/2013
<a href="#">Fitness Instructor Apprentice with Fore Fitness Ltd</a>	1	Southampton	Exercise and Fitness	16/10/2013
<a href="#">Business Administration/Sales Apprentice with Aspect Property Solutions</a>	3	Southampton	Business and Administration (CFA)	18/10/2013




<a href="#">Purchasing/Administration Apprentice with Microlink PC UK Ltd</a>	1	Eastleigh	Business and Administration (CFA)	18/10/2013
<a href="#">Apprentice Administrator/Receptionist with apprentices for business'</a>	2	Southampton	Business and Administration (CFA)	18/10/2013

.... And many, many more

Please visit this website for many more opportunities and more information on those above. You will need to register.

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)



A grayscale photograph of a woman with long dark hair, smiling and talking on a mobile phone. She is wearing a dark long-sleeved top and jeans. The image is centered and serves as a background for the text.

# ADVICE / SUPPORT



**Find us** in Eling Recreation Ground  
Off Totton By pass A35

**Open** in term time and school holidays  
For young people who live in the Totton & Eling Area

**Monday, Wednesday, Thursday**

6pm to 9.30pm

For young people aged

**11 to 18 years**

.....

**Saturday 12pm to 4pm**

For young people aged

**9 to 18 years**

**Extended Service**

**For young people up to 21 years**

Thursday 2pm to 5pm

Wednesday 3pm to 5pm

Health & Wellbeing Drop in service

Keep up to date with us on

Facebook: log in and search for 'The Garage Ufi'.



...don't forget to 'like' the page!

Tel: 023 8066 9908

## **Are you:**

- 🍃 Looking for a job?
- 🍃 Unsure where to look?
- 🍃 Worried about interviews?
- 🍃 Not sure what skills you have?
- 🍃 Needing a confidence boost?

**Yes? Why not try the...**

# ParkLife Job Club

1pm to 3pm

The Community Room, St. James' Park, Shirley

### **Special offer for first session!**

Special café lunch & hot drink free for every jobseeker, who registers with the club on the day, between 12 and 1pm

**There is limited parking at the park. So, if you can, walk, cycle or bus.**

**Call** City Limits Employment: **023 80917585**

or **text** your name & JobClub to **07525855926** to find out more.

**F&SJP**  
Friends of St James' Park





### **Eastleigh and Winchester Youth Support Services**

Hampshire County Council  
Rookwood Centre  
Penshurst Way  
Boyatt Wood  
Eastleigh  
SO50 4RJ

Tel: 023 8068 4932

Email: [youth.eastleighandwinchester@hants.gov.uk](mailto:youth.eastleighandwinchester@hants.gov.uk)

For information on benefits and housing, call 023 8068 4930 / 4932 to ask for an appointment at an outreach centre.

### **New Forest Youth Support Service**

Claypits Lane  
Dibden,  
Southampton  
SO45 5TN

Tel: 023 8087 7960

Email: [youth.newforest@hants.gov.uk](mailto:youth.newforest@hants.gov.uk)

### **Test Valley Youth Support Service**

The Wedge  
London Road  
Andover  
SP10 2PS

Tel: 01264 336571

Email: [youth.testvalley@hants.gov.uk](mailto:youth.testvalley@hants.gov.uk)

If you live outside  
Southampton,  
please visit this  
website to find out  
where you can get  
support and  
advice.

[www3.hants.gov.uk/  
youthtube](http://www3.hants.gov.uk/youthtube)

# The YouthHouse

Moorgreen Recreation Ground,  
Moorgreen Road, West End,  
Southampton, SO30 3EG

Tel: 07725 724619 or 02380 462371

## Careers session

Tuesdays 12.30pm – 2.30pm  
(phone to book).

## Youth club nights

Tuesday to Friday for young people  
aged 8 – 18+ years.



## Job Club

If you are 16 to 24 years old and  
would like practical help and advice  
on getting and keeping a job please  
join us at

## Fair Oak Library

9.30am to 11.30am  
Every Tuesday\*

\*During school term time

**Help to get Organized, Prepared and  
Encouraged  
into work**  
07970543098  
hopejobclub@gmail.com

TERM TIME ONLY



# City Limits

E M P L O Y M E N T

## WORK CLUB

The City Limits Mental Health Work Club runs every  
**Tuesday at the Civic Centre, Southampton**  
**4pm – 6pm**

It is for clients currently receiving a service from  
Southampton Community Treatment Team (CTT's)

You are welcome to drop in to find out more.  
For on-going support you will need to be referred by  
your Care Coordinator.

### **We can assist with:**

- General information and advice on employment & training
- Writing & updating a CV
- Information on returning to education
- Job searching
- Information on volunteering
- Preparing for interviews
- Completing application forms
- Disclosure advice

If you think you would benefit from this kind of support just pop along. To find out more please call City Limits on **023 80917 585** or visit [www.southampton.gov.uk/citylimits](http://www.southampton.gov.uk/citylimits)



# NO LIMITS

Training

Employment

Helping Young People  
Help Themselves

## Work Club

Looking for support

Get help with

Completing CVs

Identify your  
strengths and  
interests

Preparing for  
interviews

Learning Interview  
techniques

Job search

Are you aged  
between 16  
and 25?

Work Club is for anyone  
who wants support to  
find a job or get  
involved in training or  
education.

Monday's 2:00pm-4:00pm

City Centre: 24a Bernard  
Street, SO14 3AY

[www.nolimitshelp.org.uk](http://www.nolimitshelp.org.uk)



@nolimitshelp



nolimits



## Drop-in centres

### City drop-in centre

☎ 023 8022 4224



#### Facilities:

- ✓ Free internet
- ✓ Telephones
- ✓ Shower for young people who are homeless
- ✓ Washing machine for young people who are homeless
- ✓ Confidential advice
- ✓ Counselling
- ✓ Pregnancy testing
- ✓ Chlamydia screening

#### Address:

24a Bernard Street  
SO14 3AY  
See map: [Google Maps](#)

#### Opening hours:

MONDAY	10am - 1pm & 2pm-5pm* (*appointment only)
TUESDAY	10am - 1pm
WEDNESDAY	2pm - 5pm & 6pm - 8pm
THURSDAY	2pm - 5pm
FRIDAY	10am - 1pm

### Shirley drop-in centre

☎ 023 8051 1051

#### Facilities:

- ✓ Free internet
- ✓ Telephones
- ✓ Confidential advice
- ✓ Counselling
- ✓ Pregnancy testing
- ✓ Chlamydia screening

#### Address:

278 Shirley Road  
SO15 3HL  
See map: [Google Maps](#)

#### Opening hours:

MONDAY	10am - 1pm
TUESDAY	2pm - 5pm & 6pm - 8pm
WEDNESDAY	2pm - 5pm
THURSDAY	10am - 1pm
FRIDAY	2pm - 5pm

### Sholing drop-in centre

☎ 023 8043 5000

#### Facilities:

- ✓ Free internet
- ✓ Telephones
- ✓ Confidential advice
- ✓ Counselling
- ✓ Pregnancy testing
- ✓ Chlamydia screening

#### Address:

406 Portsmouth Road  
SO19 9AT  
See map: [Google Maps](#)

#### Opening hours:

MONDAY	2pm - 5pm
WEDNESDAY	2pm - 5pm
THURSDAY	2pm - 5pm

Open access drop-in centres. Visit alone or with a friend for support, no appointment needed

You can get help  
 looking for a job  
 and benefits advice,  
 at any of our Youth  
 Club Sessions:



Address	Day	Time
<b>Newtown Youth Centre</b> Graham Road Newtown Southampton SO14 0AW 023 8033 0007	Tuesday	7-9pm
<b>Newtown Youth Centre</b>	Thursday	7-9pm
<b>Newtown Youth Centre</b>	Friday	7-9pm
<b>Millbrook and Maybush Youth Centre</b> Green Lane Maybush Southampton SO16 9FQ	Tuesday	
<b>Woolston Youth Project</b> St Mark's Institute 37a Victoria Road (access via Cox's Lane) Woolston Southampton SO19 9DY 02380444555	Wednesday	7-9pm

Come on in - we look forward to seeing you!

NEED TO FIND WORK,  
APPRENTICESHIP OR  
TRAINING?

CV APPRENTICESHIPS INTERVIEWS  
COVERING LETTERS CSCS CARD CAREERS  
ADVICE JOB APPLICATIONS MONEY SKILLS

NEED SUPPORT ON  
ANY ISSUE?

HEALTH CONFIDENCE DRUGS DROP-INS

ANXIETY ANTS TESTING FEAR  
INTERVIEWS IDENTIFICATION TESTS SEX  
HOUSING ANTS APPLICATIONS  
CONDOMS EMERGENCY CHARITY  
CONFIDENTIAL SEXUAL HEALTH TESTING  
BENEFITS GYM CONNECTION

**YIR**  
Youth In Romsey

**YOUTH IN ROMSEY**

*Here to help!*

23 BELL STREET, ROMSEY  
TELEPHONE 01794 500581  
YOUTHINROMSEY.YIR@GMAIL.COM  
CHECK WWW.YIR.ORG.UK FOR OPENING TIMES



CHARITY NO: 1071190



# Are you 19 or over and would like some help?

The National Careers Service is FREE to all adults and provides information, careers and skills advice that's tailored to you. The careers advisers are professionally qualified to help you make the right choices about learning and work

## How to write a CV

Golden rules of producing an effective CV with advice on style, content and layout and how to target a CV to particular jobs.

## Interview Skills

Help to overcome interview anxiety. Find out how to succeed through preparation and answering effectively to make a lasting impression

## Job Search Skills

Advice on how to write speculative letters, complete application forms and make the best of a CV. Useful web sites and how to find and use information about the local labour market.

## Confidence Building

Help with developing confidence and self-esteem to improve job prospects.



Call 0800 1954 700 to make an appointment to see an adviser face to face or visit [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

**National  
Careers  
Service**

Helping you take  
the next step

# NOTES

The next bulletin is ... Thursday 17 October