



Edge Hill University
CAREERS CENTRE

**Options with a degree
in
Social Science**

Including

Criminology

CC 08

Inclusive Learning

It is Edge Hill's aim to make our services and provision accessible to all our users. If you need us to present our information in a different format (eg: electronic copy, large print), or need any other modifications to this publication, please contact The Careers Centre and we will do our best to accommodate your requirements.

Edge Hill Careers Centre
Contact Details: Tel: 01695 584866

Website; www.edgehill.ac.uk/careers

Opening hours:

Term-time: Monday – Thursday	9.00 am – 4.45 pm
Friday	9.00 am – 4.00 pm

Vacation periods: Mon – Fri 9.00 am – 4.00 pm
(closed for lunch 12.30 pm – 1.30 pm)

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This information is for students who are on Social Science and Criminology programmes, and is designed to help you discover the wide range of career options that are open to you through your study of these particular subjects.

It will signpost you to useful information on the Edge Hill Careers Centre and Prospects websites, and highlights more specific local vacancies in the areas of Social Science and Criminology

It also contains information on teaching as a career, and graduate opportunities that are open to students of any degree discipline. Useful sources of careers information, including reference books in the LRC at Ormskirk, and web site links, are also given.

We hope that you will find this a useful starting point to your career action planning.

For those of you who are not based at the Ormskirk Campus, please do remember that the Careers Centre is for you too and that you can access careers support through our website at www.edgehill.ac.uk/careers

“We look for graduates who have some knowledge about social care, what it is and how it works. We look for people whose skills include listening, assessing, communicating, working well with others – and people who have a non-judgemental attitude, an appreciation of diversity, self awareness and flexible attitudes”

“Working as a volunteer can be both satisfying and a valuable way of finding out more about different kinds of social work and care and helping you to think about your future career”

Wigan Metropolitan Borough Council

**Updated by Des Hope
July 2010**



What Can You Do With A Degree In Social Sciences / Criminology

Edge Hill Careers Centre Website: www.edgehill.ac.uk/careers

A good way to begin your career planning is to visit the Edge Hill Careers website and familiarise yourself with all of the information that is available there. Searching on the web can be very time consuming and it can be difficult to locate what you are looking for. Therefore we have tried to provide you with the key information that you need and to signpost you to the most useful websites.

From our Home page you can access:

News & Events - which includes Careers Events and Information, and updates on our Job Club and Volunteering opportunities.

Teaching Zone – A dedicated area for our prospective and current teaching trainees. Includes a link to our Online Vacancy pages where we advertise teaching vacancies received direct from schools.

Health Zone – A dedicated area for our students who are studying programmes in the Faculty of Health

Graduate Jobs – Useful information on how to search and apply for graduate jobs including tips on completing CVs and application forms.

Download Zone – Includes booklets that have been specifically written by the Careers Centre staff for Edge Hill students on a variety of topics available to download and print off yourself. This section also includes a list of all the careers books that are available in the LRC for you to access, and Videos to view online.

Volunteering - Find out more about how to volunteer and make new friends and at the same time gain new skills to improve your CV and gain specific work experience.

Job Club - Take a look here for part-time and vacation jobs and find out latest news about employers visiting Edge Hill to recruit for part time staff. There are also case studies from students who have worked abroad over the summer vacations.

Email a Careers Adviser

If you are unable to call into the office and are happy to receive advice and guidance via email then please use our 'email a careers adviser' service. We endeavour to answer your query within 5 working days. *Please note - this service is only available to current students and graduates of Edge Hill within three years of graduation.*

Getting Experience - Finding your future and how to use your degree, Further study options, Getting the Edge and Graduate Profiles – read what our previous graduates have to say.

Contact Us –

You can contact us by either calling into the Careers Centre at the Ormskirk Campus, or by telephone on 01695 584866

Prospects Website: www.prospects.ac.uk

Prospects is THE ESSENTIAL Careers website for all undergraduate and postgraduate students. It includes a database of national job opportunities and a comprehensive database of UK postgraduate opportunities.

For subject specific careers information click on the *Careers Advice tab* on the home page and from the drop down menu select *Options with your subject*. Click on specific degree disciplines to find information related to options following relevant degrees. You will find information about specific careers including entry and training requirements and further information resources in the section called *Types of Job* under *Jobs*. You may also be interested in the information in the briefings that look at sectors related to particular fields of employment. This includes a look at each sector and hot links to information relating to key roles within it. Together, these sections will provide you with information regarding the skills that you should be acquiring from your degree and to information relating to specific relevant careers.

You can also find an analysis of career areas entered by graduates from different degree disciplines on graduation. Updated annually the survey is called "What Do Graduates Do?" and it is on-line at:

www.prospects.ac.uk/links/WDGD

The whole site is a vast careers library of information that includes a wide range of career profiles, labour market information and a career guidance programme called Prospects Planner.

You can access *Prospects Planner* via: www.prospects.ac.uk/links/Pplanner

This is a particularly useful tool for career changers or students who are not sure what they want to do. To complete the programme you will need to register with My Prospects so that they can store your details confidentially.

(If you have previously registered to view vacancies via our Job Club, Volunteering or Graduate/Teaching Vacancies pages then you can use the same login details). From the drop-down menu *Jobs* click on *What job would suit me?* It is advisable to talk to a careers adviser before using Prospects Planner

Careers with a degree in Social Sciences / Criminology

The national survey "What Do Graduates Do?" has this to say about graduates from Social Science fields:

"Traditionally, graduates from these subjects have a lower than average employment rate six months after graduation and tend to have a higher than average representation in further study/training. This is largely explained by a drive to acquire more specialist qualifications which are necessary for certain careers such as law, social work, psychology and teaching. However, as with all the data contained in What Do Graduates Do? it is important to bear in mind that figures collected six months after graduation only tell a partial story about career prospects."

It is important to look beyond the statistics at 6 months and add the employment rates following the result of that further study. Statistically this is difficult as graduates move to follow their further study but professional qualifications such as those for social work and teaching lead to distinct employment paths and would ultimately boost the destination statistics nationally.

A degree in social sciences/criminology can provide an excellent background for a wide variety of careers or for further professional study. Although there is no recognised profession of "social scientist" or "criminologist", except in the academic sense, there are a large number of careers related to these subject areas. In addition many graduates enter the broad range of careers that do not necessarily require a specific degree but draw on the skills gained while studying.

Skills gained on a social science / criminology course may include:

- An understanding and respect for the values and workings of the legal system
- An understanding/developed sense of social justice
- Ability to organise and interpret social, economic and political data
- Ability to persuade and influence others, negotiate outcomes
- Ability to communicate ideas to people from varying backgrounds
- Ability to report to people from varying backgrounds
- Teamworking abilities
- Ability to work to deadlines
- Ability to work under pressure/coping with change
- Flexibility/Time management
- Organisation/Planning
- Presentation Skills
- Self-discipline

Make it part of your study and learning to reflect on the skills that you are acquiring and the way that they relate to those that employers want from new graduates. Think carefully about the importance of skills such as teamworking, showing initiative, project planning, time management and the ability to work to deadlines.

It is important to research the job market and to know how your skills will meet the needs of the employer in the areas that you target. In addition you may need to acquire specific work experience and further qualifications – this includes areas such as social and probation work. It is wise to know what is required in your target field and be working towards those requirements while you are studying for your degree.

Employment opportunities exist in the voluntary and public sector – government, educational institutions and non-profit organisations and in the private sector.

Career options are wide but some of the careers directly related to the subject or where your degree would be useful include:

- Police Officer
- Youth Offending Team
- Personal Adviser (Connexions)/ Adult Guidance worker
- Prison Governor/Officer
- Charity work/fundraising
- Youth Worker
- Community Development Worker
- Social Researcher
- Crown Prosecution Service
- Civil Service / Home Office
- Probation Officer
- Social Worker
- Non-commercial Solicitor
- Housing Manager/officer
- Local Government Officer
- Drugs Worker
- Homelessness Officer

Below is brief information about some of these careers together with links to resources that will help you to extend your research.

Police Officer

Works in partnership with the public and is in the front line in the fight against crime. This is a citizen-focused job, and priorities include: tackling antisocial behaviour, reducing theft, robbery and street-related crime, combating organised crime and terrorism and supporting victims.

There are no formal educational requirements for entry to the police service. The profession is open to graduates and non-graduates alike. Recruitment and selection procedures are managed by police services at a local level, although a nationally agreed competency-based framework is applied. Applicants are at a considerable advantage if they have experience of working as a Special Constable or Community Police Support Officer (CPSO)

<http://www.prospects.ac.uk/links/polofficer>

and via the recruitment website at: <http://www.policecouldyou.co.uk/>

Youth Offending Teams

There is a YOT in every local authority in England and Wales. They are made up of representatives from the Police, Probation Service, Social Services, health, education, drugs and alcohol misuse and housing officers. A YOT manager who is responsible for co-ordinating the work of the youth justice services manages each YOT.

Contact YOTs for details of any opportunities – a national list of contacts can be found online at:

<http://www.yjb.gov.uk/en-gb/yjs/youthoffendingteams/>

In addition to this there are other opportunities within the remit of Youth Justice including areas such as youth inclusion opportunities within Local Government – see LG websites for opportunities.

<http://www.lgjobs.com/> - Local Government jobsite

<http://www.lgcareers.com/> - Local Government careers information

There are opportunities within Youth Justice to become involved either as a volunteer or as a professional practitioner. Details of both options can be found on the website of the Youth Justice Board at:

<http://www.yjb.gov.uk/en-gb/>

Personal Adviser (Connexions) /

Personal advisers usually work for a company within a Connexions partnership in England, providing information, advice and guidance mainly to 13 -19 year olds, although they may also work with young people up to the age of 25 who need extra support due to physical, medical or learning

disabilities. People who have qualified as careers advisers, social workers, youth workers, counsellors or teachers may be found working in this role.

Further details can be found in the profile for Personal Adviser on [prospects.ac.uk](http://www.prospects.ac.uk) at: <http://www.prospects.ac.uk/links/personaladviser> while for related profiles in guidance work see:

<http://www.prospects.ac.uk/links/soceducargui>

Adult Guidance Worker

Helps clients clarify options by offering information and guidance on education, training and work opportunities. Work may focus on hard-to-reach or marginalised groups including: unemployed or disabled people; people with few educational qualifications; or ex-offenders. The majority of Adult Guidance Workers are professionally qualified careers advisers.

Further details www.prospects.ac.uk/links/adultguidework

Prison Officer

A prison officer has responsibility for the security, supervision, training and rehabilitation of people committed to prison by the courts. This includes motivating prisoners to do what is best for themselves, and others around them, within a safe and healthy environment.

In addition to their custodial duties, prison officers must be able to establish and maintain positive working relationships with prisoners, balancing authority with a large amount of understanding and compassion, in order to effect rehabilitation.

The nature of the role demands the ability to think on one's feet, make quick decisions, and deal effectively with unexpected situations.

Further information :

www.prospects.ac.uk/links/priofficer

www.hmprisonservice.gov.uk/

www.hmprisonservice.gov.uk/careersandjobs/prisonleaders/

Youth Worker

Youth workers aim to provide opportunities for the personal, political and social development of young people aged between 11 and 25 (though more usually between 13 and 19). Programmes aim to redress inequalities and empower individuals to take action on issues affecting their lives; from health, education, unemployment and the environment.

Youth workers respond to the needs and interests of young people and work in a range of environments: youth centres, schools, colleges, faith-based groups and Youth Offending Teams (see <http://www.yjb.gov.uk/en->

[gb/yjs/youthoffendingteams/](http://www.prospects.ac.uk/links/youthoffendingteams/)). Methods include supporting recreational activities, providing advice and counselling, sometimes in an outreach setting.

Most Youth Workers have qualifications validated by the National Youth Agency (NYA) <http://www.nya.org.uk/> Wales Youth Agency <http://www.cwvys.org.uk/> or Youth Council for Northern Ireland <http://www.ycni.org/>

Full information in the profile at:

<http://www.prospects.ac.uk/links/youthworker>

Charity and Development Work

The charity sector is also known as the voluntary sector, the voluntary and community sector (VCS) and the third sector and it exists between the private and public sectors.

At its broadest, the sector includes organisations registered with the Charity Commission, as well as a vast array of others, including housing associations, universities & colleges, schools, places of worship, NHS trusts, trade unions, sports and recreation clubs, and small voluntary groups.

For more information : <http://www.prospects.ac.uk/links/charitysb>

Community Development Worker

This job title can incorporate a number of roles such as community/district nurse, youth worker and social worker. Community development workers often act as a link between communities and local government and other statutory bodies. They are frequently involved in addressing inequalities, and projects often target communities perceived to be disadvantaged, for example due to race, economic circumstances or geography.

Pre-entry experience and/or voluntary work is crucial. People often become community development workers after working in teaching, youth work, the health sector or other roles within community work. Development work overseas may also be relevant. It is essential to have a proven interest in community and social issues. Experience of at least a year's involvement in areas such as community work, women's projects, pressure groups or youth work is advisable.

Full information in the profile at:

<http://www.prospects.ac.uk/links/commworker>

Community Education Officer

A community education officer works to promote and facilitate access to a wide range of voluntary educational activities by all members of the community, regardless of age. The aim is to enable individuals to take control of their learning and to help break down barriers; the role is, therefore, closely linked to current widening participation and lifelong learning initiatives. For most posts a degree plus relevant paid or voluntary community working experience is essential. Many entrants have either teaching or adult tutoring qualifications and experience, or come from a youth and community background.

Full information in the profile at:

<http://www.prospects.ac.uk/links/commeduofficer>

Social Researcher

Social researchers gather information using a variety of research methods and then collate, manage and analyse that information using appropriate software ready for presentation in oral or written form.

While it is possible to move into the field with a first degree it is an advantage to have some background in research methods. It is an advantage if your degree has included a module on research methodology, or to have completed a Masters in Research Methods or to have completed a research degree.

Further information in the profile at: <http://www.prospects.ac.uk/links/socres>

Crown Prosecution Service

The Crown Prosecution Service (CPS) is the Government Department responsible for prosecuting people in England and Wales who have been charged by the police with a criminal offence.

The CPS employ around 8,000 staff, including around 2,700 lawyers and every year they deal with more than 1.2 million cases in magistrates' courts and in the Crown Court.. (**Quoted from CPS website**)

The lawyers employed by the CPS are qualified solicitors or barristers while other careers include those of caseworkers and administrators. To find information about the careers and current vacancy information visit the CPS website:

<http://www.cps.gov.uk/working/index.html>

Civil Service

The Civil Service can be entered at a variety of levels and involve working with departments from the Home Office, in perhaps immigration, to local

government where projects in areas such as crime reduction could be an option.

There are also fast stream routes for high potential graduates. The Civil Service Fast Stream is a training programme that aims to nurture graduates for careers at the highest levels of the Civil Service. Fast Streamers are placed in roles of intensive responsibility to prepare them for senior managerial positions in the future.

For details of careers in the civil service or local government see:

<http://www.prospects.ac.uk/links/civservadmin>

<http://www.prospects.ac.uk/links/civservmain>

<http://www.faststream.gov.uk/>

<http://www.homeoffice.gov.uk>

<http://www.careers.civil-service.gov.uk/> - the recruitment gateway

<http://www.civilservant.org.uk/> - How to be a Civil Servant

<http://www.direct.gov.uk/Homepage/fs/en> - includes A-Z of all government departments

<http://www.lgjobs.com/> - Local Government jobsite

<http://www.lgcareers.com/> - Local Government careers information

Outreach Workers – Drug/ Substance Misuse Workers, Homelessness Workers etc

Outreach workers work directly in the community and with groups that could include rough sleepers, drug misusers, sex offenders and people with mental health problems. Their work will involve supporting the relevant groups in their own setting – reaching out to give the support where it is needed.

Outreach workers may work for community groups or voluntary organisations connected with the specific field and work can often start by working for groups on a voluntary basis in order to gather experience. There are websites that will help you identify opportunities:

<http://www.volunteering.org.uk/>

<http://www.do-it.org.uk/>

Other opportunities could come through community and youth groups or local government. See:

<http://www.lgjobs.com/> - Local Government jobsite

<http://www.lgcareers.com/> - Local Government careers information

<http://www.prospects.ac.uk/links/commworker>

<http://www.prospects.ac.uk/links/youthworker>

Social Worker

Social workers work with people experiencing crisis or social exclusion. Their aim is to provide support to enable clients to help themselves. They foster professional relationships with their clients while acting as a guide, advocate or as a critical friend.

The work takes place in a variety of settings within a framework of relevant legislation and procedures, supporting individuals, families and groups within the community. Settings include service users' homes, schools, hospitals and other public sector and voluntary organisations.

Qualified social work professionals are often supported by social work assistants and also work closely with other health and social care staff.

Entry to the career is via a three-year degree in Social Work or a two-year postgraduate diploma/Masters for graduates with experience and (sometimes) related studies. A minimum 2:2 honours is usually required for entry to postgraduate professional training.

Full information in the profile at:

<http://www.prospects.ac.uk/links/socworker>

Teaching

You may, for example, want to consider a career in teaching. Initially you would need to decide which area of teaching you would like to go into. As neither social sciences or criminology are National Curriculum subjects it can be difficult to enter teaching at secondary or primary levels, so the focus for a social science / criminology graduate who wants to teach is more likely to be FE or HE level. However, there may be opportunities to teach as a PSHE / Citizenship specialist. In addition to teaching qualifications to teach as a lecturer/tutor in HE you usually need to have studied a Masters or PhD.

You can find information about the routes available for entry to teaching at this level through the Edge Hill Careers booklet – CC 23 Teaching in the Learning & Skills Sector (Adult, Further and Higher Education) which you can pick up in the Careers Centre or by going to the Download Zone of the Careers website.

There is also information on routes into lecturing on the [prospects.ac.uk](http://www.prospects.ac.uk) website at:

<http://www.prospects.ac.uk/links/education>

Legal Profession – Solicitor/Barrister

In England and Wales non-law graduates can enter the profession by taking a one-year conversion course, Common Professional Examination/Graduate Diploma in Law (CPE/GDL). This is followed by either:

- A one-year Legal Practice Course (LPC) and a two-year training contract for solicitors;
- A one-year Bar Professional Training Course (BPTC) previously known as the BVC. This is followed by a one-year pupillage for barristers

There is an overview of the legal profession, entry routes and links to information relating to the key roles within it in the briefing that you can find from: <http://www.prospects.ac.uk/links/sectorbs> and relevant profiles at: <http://www.prospects.ac.uk/links/legservices>

There is also useful information on the website of the Law Society:

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

and on the websites of the Law Careers Advice Network (LCAN):

<http://www.lcan.org.uk/>

and LawCareers.net:

<http://www.lawcareers.net/>

Probation Officer

From 1st April 2010, the training programme for the Probation Service changed. Previously the qualification for people to work as Probation Officers was the Diploma in Probation Studies. Whilst still recognised, this qualification route is no longer available to new entrants.

In its place will be the Probation Qualifications Framework (PQF). This framework has been designed to allow staff to progress through ascending levels of qualification so that they can be qualified either as a Probation Services Officer or a Probation Officer, the two main operational roles which deal directly with offenders. The qualifications will be gained during employment with the Service. Local probations trusts advertise vacancies on their individual websites and will be able to provide more details of recruitment plans in your local area. For contact details of your local trust see www.probation.homeoffice.gov.uk/

Careers with any degree

You may want to research some of the careers that are not directly related to criminology but will again utilise the skills you have gained while studying. Examples of sectors that could be researched include:

- Personnel and Human Resources (most companies have an H.R department that looks after the welfare of staff and takes responsibility for job adverts, training, induction, staff policies, disciplinary procedures)
- Journalism
- Marketing and Sales
- Customer service
- Business & Finance
- Public Relations
- Retail Management
- Accountancy
- Insurance
- Customs
- Tourism & Travel
- Armed Forces
- Public Services
- Sport & Leisure
- Transport & Distribution

You can start your research using the profiles that you can find at:
<http://www.prospects.ac.uk/links/occupations>

Also through the:

Edge Hill Careers Centre www.edgehill.ac.uk/careers

Our own careers website is a valuable reference source with links to a wide range of careers information, graduate vacancies, part time jobs, placements/voluntary work and all the latest careers events and opportunities.

Further Study

Postgraduate study is available in subjects both related and unrelated to your degree. You should always consider carefully why you want to undertake postgraduate study, whether it will improve your career prospects, and whether you are likely to get funding.

There is no general clearing-house for postgraduate study so investigate courses early. This is especially important if you are considering courses overseas. Start with the AGCAS special interest series booklet **Postgraduate Study and Research** hard copy available from the Careers Centre or go to

<http://www.prospects.ac.uk/links/pgstudy> and the searchable database on the Prospects website at: <http://www.prospects.ac.uk/links/pgdbase>

Three main options are available:

Research Degrees take from one to three or more years of full-time study, are examined by thesis and lead to Masters or PhD/Dphil. Research programmes are available in many aspects of related disciplines.

Taught Masters or Diplomas combine course work with a research project. Full time Masters courses usually take 12 months and diplomas nine months. Many are available by part time study and are available in a wide range of relevant subject areas.

Vocational Courses (often awarding certificates or diplomas) give training relevant to particular career areas and may confer exemptions of professional bodies. Some graduate careers e.g. teaching or law require vocational training before entry. For others a postgraduate course may improve your chances of entry to a career if your degree has not included the subject in any depth.

Relevant work experience may sometimes be required for entry to postgraduate courses. For example, to apply for a Masters in Social Work relevant experience in an appropriate setting may be essential to gain you an interview. It is advisable to check out your plans early with a careers advisor in case you need to organise some work experience.

Postgraduate awards are not automatic, and it is often easier to obtain a place than finance. Many bodies make awards, including Research Councils and government departments, but usually only one is responsible for a particular subject area. Pick up a copy of the Prospects Funding Guide from the Careers Centre or see <http://www.prospects.ac.uk/links/Fundstudy>

Applying for jobs

Get the best possible degree result – The first task is to try and separate yourself from the thousands of others that you are in competition with for the job you want. While most of the population still does not have a degree, a growing number of people continue into higher education. Therefore a good honours degree is more desirable than simply a pass.

Can you do a Post Graduate Course? – For a number of careers you will need to take further study after your degree. It is important to think carefully about the issues involved in further study including the costs and potential funding, and whether the qualification will provide more employment opportunities.

Make full use of your outside interests and achievements - Most places want to take on a well rounded, balanced human being, with a good personality sometimes being as big a benefit as good qualifications. So if you have an interest that has developed or used relevant skills then say so and make it an important part of your package.

Work Experience/Volunteering – critical to getting a job in any field is going to be the extra that you can bring to the application process to add to your degree. This can be through generally through work experience or through volunteering. In many fields related to social sciences / criminology, experience will start with voluntary activities with only the possibility that later they will lead to paid experience.

We can support your search for experience in a number of ways:

Job Club

The Job Club is a free service, provided by the Careers Centre, which aims to help you find part-time, temporary and vacation work. Students can register via the Careers Centre website www.edgehill.ac.uk/careers to search and view the vacancies advertised.

Voluntary experience

Work experience is a vital part of any CV and often this can be developed through voluntary work and opportunities. Opportunities are advertised on the Careers Centre website www.edgehill.ac.uk/careers under the Volunteering tab. The Volunteering Co-ordinator located in the Careers Centre is also available to help you in your search for opportunities.

Looking for jobs

As there is such a wide range of careers available to graduates it is very important to be clear about:

1. The type of job you want;
2. The type of company;
3. Where you want to work

To decide on these you will need to **research:**

1. The type of job

You need to check out the different career options and pathways. Look at the skills would each one require? What are the pay scales? What would your typical working hours be? Which one would best suit your skills and interests?

What is your promotion pathway? How long might it take to get to a senior position? You need to be clear about factors like these so that you can focus your job search effectively.

2. The type of company/organisation

In addition to targeting large companies/organisations who offer graduate trainee or assistant schemes, you need to be prepared to consider small to medium sized employers. This is where a large proportion of employment opportunities exist. Small to medium sized companies (SMEs) attract fewer applicants for vacancies and are usually less stringent about entry requirements so they are easier to get into. As there are fewer people in each department and there is less hierarchy there is often a chance to develop a wider range of expertise. This can stand you in very good stead when applying for more senior positions in the future. Many of our local employers are SMEs.

It is essential before applying to companies to research them thoroughly as employers will expect you to have a sound understanding of their organisation and business. There are a number of ways of doing this. These include: contacting them for an informal chat; arranging to work-shadow someone in the department which interests you; doing a voluntary work placement with them; using employer directories such as the Prospects Graduate Employer Directory; and visiting the employer's website.

3. Where you want to work

The more prepared you are to travel then the more chance you have of getting a job. You should work out the radius within which you are prepared to travel and it can be helpful to think of this in terms of length of journey rather than actual distance.

Examples of Vacancies which have been advertised recently

Company: Local Authority

Post: Senior Administrative Officer / Research Officer

Salary: (£19,621- £23,708 per annum)

36 hours per week

An exciting new opportunity has arisen within Executive Services at Greater Manchester Police Authority. Working alongside the Executive Personal Assistant, you will provide support to the Executive Director and the Strategic Communications Officer. The primary purpose of your job will be to provide comprehensive secretarial support to the Executive Personal Assistant, and assist in establishing and maintaining systems/procedures to deliver an effective service to the Executive Director, ensuring all information is managed with due regard for confidentiality and sensitivity. In addition, you will provide administrative support to the Authority's Strategic Communications Officer by assisting in the research and development of projects and the review of the Authority's website and intranet. You will need to have excellent communication and organisational skills and the ability to work on your own initiative within a busy environment. You will also need to be able to demonstrate the ability to effectively undertake research in support of an agreed work programme and be proficient in updating/publishing documents on the intranet and websites.

Company: Local Authority

Post: Community Development Worker:

Salary: (£17,161 - £20,198)

36 hours per week

We are seeking to appoint a Community Development Worker who will be committed to making a positive contribution to local families. You will be expected to: Use your interpersonal and excellent communication skills to involve local parents in the children's centre, so that they can experience its many benefits. Think of creative and appropriate ways to promote services and engage those parents who are hard to reach. Work hard to establish links with other agencies in order to engage with families. Work in partnership with colleagues and parents to plan and arrange activities which will be attractive to families. Have a sound knowledge of available services in order to signpost parents effectively. You will be required to work flexibly including occasional evenings and weekends. This post requires an enhanced CRB Disclosure.

Company: Local Authority

Post: Business Support Assistant:

Salary: (£16,830 - £19,126)

36.25 hours per week

We are looking for an enthusiastic Business Support Assistant to support our busy Multi-Agency teams at our Resource Centre.

The role is challenging and diverse. You will have excellent word processing and communication skills and the ability to take and transcribe accurate minutes. You will have experience of Excel spreadsheets in a working environment and have accurate data inputting skills. You will need to show initiative, be flexible and approachable and have excellent organisational skills, as well as the ability to prioritise workloads.

Company: Local Authority

Post: Family Support Worker :

Salary: (£18,774 per annum)

5 days per week Term Time Only

Term time working 5 days per week. Required to do home visits to some pupils you will be working with.

This position involves working preventatively with families and pupils on enrolled at the XXXXX Stay School and feeder schools whilst providing early intervention sign posting support and guidance to parents.

You will be involved in supporting a reduction in family and environmental barriers to learning, by promoting effective parenting to improve behaviour and attendance. Part of the work you do will be in a Short Stay School with vulnerable and challenging young people aged between 11 and 16 years of age.

On a day to day basis you will have contact with a variety of staff and be involved in team meetings. You will also be expected to provide information to staff on pupil issues and advise on pupils' need for external agency input.

An enhanced CRB disclosure and a Children's/Adults barred list check will be required for this role.

Company: Local Authority
Post: Information & Resources Officer
Salary: £20,205 - £21,951 per annum

The Placements Team procures a range of services in relation to supporting children in care and children in need. You will support the function of the team by monitoring the accuracy of the data system and setting up and maintaining systems in relation to data about looked after children, asylum seeker children, external providers including outreach workers and the translation and interpretation service. You will also be responsible for arranging and taking minutes for the Children's Resources Panel which takes place on a weekly basis.

Highly motivated and creative, you will be able to work on your own initiative, and be competent in IT skills and setting up systems to capture relevant information. You will also be able to communicate effectively with your colleagues both within and external to the local authority.

You will be offered regular supervision and support in developing the role and your own personal learning.

Company: Youth Offending Team
Post: Diversion Worker (YOT/YOS)
Advertised by an Agency – salary not stated

Our client is looking for an Intervention Officer with experience of youths in the criminal justice system to join their Youth Offending Team in XXXX. The ideal candidate will have experience of case management of young people at risk or involved in offending or anti-social behaviour, an understanding of effective practice research on early intervention theory and programmes as well as a thorough knowledge of childcare and child protection legislation. Previous experience within a YOT is essential.

The successful applicant will manage a caseload and deliver intensive one to one and group work with young people, deliver interventions appropriate to the areas of risk factors identified through the referral and assessment process, prepare reports for the Youth Inclusion and Support Panel and advise panel meetings on the contents of an ISP.

You will be required to work flexibly to meet the needs of children and their families. This will include working in the evenings and at weekends as required by line management.

Company: Local Authority
Post: Substance Misuse Worker (Alcohol)
Advertised by an Agency – salary not stated

This post will be based with the XXXXX Community Substance Misuse service. The CSMT is a multi-disciplinary service offering a range of interventions to clients with a drug or alcohol problem. The service is split into teams offering services throughout XXXXX. The post will concentrate on providing services to moderately and severely dependent drinkers.

Duties:

- Case manage clients who experience drug and alcohol problems.
- Assessment of client need (both triage and comprehensive assessments) then referring onward to other agencies where appropriate.
- Completing and implementing and reviewing care plans as appropriate.
- Working effectively with partner agencies.
- To undertake triage and comprehensive assessments of clients new to the agency, identifying risk, priority and appropriateness of referral.
- To ensure that service users have access to a comprehensive range of services within Telford and Wrekin.
- Provide advice and information about prescribed and illicit drugs and alcohol to a range of service users.

Skills/Experience:

- Experience of working with clients involved in the criminal justice system.
- An understanding of drug and alcohol misuse issues.
- CQSW; DipSw; Nursing; Education; Youth and Community or other appropriate professional qualification within multi-disciplinary setting.
- An understanding of substance use related health and sexual health issues involving Hep. B, Hep. C and HIV.

Company: Local Government
Post: Information Sharing (IS) Index Co-ordinator
Salary: £27,187 - £29,221)

An exciting and challenging opportunity has arisen for a Project Manager to lead the implementation of the National Information Sharing Index Project in Blackpool.

As the successful candidate you will manage all aspects of the project, supported by a project team that will implement the system locally, deliver a training programme for users and set up new systems for help, support and reporting.

You will be responsible for identifying local data sets that will be integrated into the national index and working with partners to develop systems and procedures to maintain data accuracy and consistency.

You will ensure that the legal aspects of information sharing are addressed and that system access is safe and secure.

You will be the main link between Blackpool and the national project team. You will identify and engage key stakeholders within the council and local partners, establishing communications and regular reporting mechanisms.

Ideally, you should be a graduate with excellent IT skills, knowledge of database systems and experience of project and change management. Your interpersonal and communication skills will need to be excellent and you should be a strong team player. Previous experience of working in information management in Education, Children's Social Care or Health would be an advantage but is not essential.

Company: Local Authority
Post: Drug Worker
Salary: Advertised by an Agency – salary not stated

Our client is looking for a candidate with demonstrable experience of working in substance misuse and a within a criminal justice setting, together with knowledge of writing reports, doing assessments and referring service users on to treatment . A successful candidate must be confident and organised and have previous experience in working with individuals with substance misuse issues or within a DIP (Drug Intervention Programme) setting. An OCN/NVQ Level 3 is desirable but not essential.

The applicant will be identifying and making contact with potential clients, providing initial assessment to clients in order to determine the most appropriate intervention and where appropriate referring on to other service providers.

Working hours are flexible

Company: Local Authority

Post: Education, Training and Employment Worker (DIP)

Salary: £30,345 - £31,935 pro rata

35 hours per week

To actively work with Drug Interventions Programme (DIP) clients to provide a range of education, training and employment (ETE) interventions that offer the client the support and skills necessary to move away from the cycle of substance misuse and offending behaviour.

Working in partnership with local voluntary and statutory ETE providers you will develop and enhance existing ETE opportunities, and identify additional opportunities for new partnership arrangements. In addition to your ETE responsibilities, you will be required to carry a caseload of clients and to participate in the delivery of the DIP structured group programme.

You will be an experienced drug and alcohol worker or ETE adviser with a sound knowledge of the Drug Interventions Programme and of the range of treatment and support options available for this client group. An excellent communicator, you will have the ability to develop effective working relationships with a range of partners. You will have a strong commitment to working with this client group with an ability to understand their specific needs, develop appropriate support packages and motivate them for change.

You will be able to work unsociable hours i.e. evenings and weekends.
A CRB enhanced disclosure that is satisfactory to us will be a condition of your appointment.

Company : Local Authority

Position : DIP Arrest Referral and Assessment Worker

Salary: £ 31,935 - £33,306

XXXXX Drug Intervention Programme is an innovative and exciting project designed to increase the numbers of problem drug-using offenders entering and succeeding in drug treatment. The DIP multi disciplinary team will work across a range of agencies to identify and support offenders within police custody, courts, prisons and the community into and through treatment. We are looking for highly motivated and energetic candidates to fill a number of posts within this established and dynamic team.

We are looking to appoint frontline workers within XXXX DIP to undertake high quality assessments in the police station and court, refer clients to services as well as offer advice on drugs and alcohol and other health and welfare issues for DIP clients. You will provide harm minimisation strategies to such clients and encourage them through motivational interviewing to enter treatment and consider a change in lifestyle to reduce their dependence and their criminal offending behaviours. You will be required to carry out shift work

All applications for these posts will be subject to an enhanced CRB clearance.

Company : Local Council

Position : Anti Social Behaviour Caseworker

Salary: £21,411 - £23,309

As an Anti Social Behaviour (ASB) Caseworker in XXXXX, you will be making a real contribution to tackling problems that affect a wide range of people and places in a role that will be varied, challenging and satisfying.

Working as part of the Community Safety Team, you will liaise closely with the local neighbourhood policing teams and housing management teams, as well as partners from the County Council, Youth Offending Service, Victim Support and other voluntary organisations.

You will investigate reports of ASB involving young people, adults and families and develop appropriate responses involving prevention, intervention and enforcement.

You will have the ability to

- understand some of the causes and effects of ASB and the relevant legal and non-legal remedies to deal with it
- investigate cases, manage meetings and problem solve
- communicate with different age groups, people and organisations

This role will require some out of normal office hours working and you must be able to travel within the Borough. The successful candidate will be subject to an enhanced Criminal Records Bureau check and is exempt from the Rehabilitation of Offenders Act 1974

Company : Local Authority

Position : Children and Young People Development Officer

Salary: £19,878 - £28,303 per annum plus flexible benefits

We are looking for an enthusiastic, hard working professional who can take forward a range of initiatives for children and young people across the Borough. With a particular emphasis on youth development, you will work with others to identify the needs of children and young people and develop programmes of activity and new facilities, particularly in those parts of the Borough which are disadvantaged. You will also support the work of the XXXX Youth Council.

Based within Neighbourhood Services at the Civic Offices, but able to work at various venues throughout the Borough, you will be part of a team which includes Arts Development, Sports Development, Health and Well Being, Green Space Management and Community Safety. This is a full time permanent post.

You should ideally have a degree level qualification (or equivalent) in an appropriate discipline related to youth, children, play or community development. Previous experience of working with the community and of working with and supporting children or young people is essential. The post holder will also be expected to have good IT skills and experience of multi agency working.

Company: Solicitors

Post: Trainee Solicitors

Salary: No details provided

xxxxx Solicitors & Advocates is one of Lancashire's leading law firms. The practice was founded in 1936 and has been providing legal services to Fylde Coast residents for over 60 years. In 1995 the practice became the first firm in Lancashire to practice as Solicitors and Advocates and through the Higher Qualification of Partners the practice now provides court advocacy services throughout every level of court in England and Wales from the Magistrates Court to the House of Lords. We currently have several vacancies for Trainee Solicitors in the Blackpool/St Annes area. Candidates must have a solid academic background including or studying towards LPC, be ambitious, I.T.O. literate, have the ability to work on own initiative and also be part of team. Salary as per the current Law Society recommendations. A driving licence would be an advantage but not essential.

Company: Solicitors
Post: Paralegals
Salary: No details provided

Xxxxxx Solicitors LLP are a firmly established firm of solicitors specialising in all aspects of Personal Injury claims. Based in Bolton town centre we resolve thousands of claims every year. As part of our continuing expansion programme, we are seeking to recruit individuals to work as Paralegals, with a view to an immediate start. We require candidates to possess excellent communication skills; a proactive approach with an ability to work on their own initiative as well as part of a team.

Company: Police
Post: Special Constables
Salary: N/A - Volunteer

Could you do more in your spare time?

If you spend 56 hours each week sleeping (8 hours per night on average), 37 hours working, 10.5 hours eating (1.5 hours each day), 7 hours washing and 2 hours each night watching television, that leaves 43.5 hours free.

If you become a Special Constable on Merseyside, a small percentage of your 43.5 hours each week could be spent helping to police local events, keeping our communities safe and being trained in the latest equipment and policing techniques.

Specials volunteer a minimum of four hours each week and can choose which area they would like to be posted to within Merseyside. They come from all walks of life, they face the same challenges and get the same powers, training, equipment and support as regular officers.

Useful Web Sites

British Transport Police www.btp.police.uk

Home Office www.homeoffice.gov.uk

Civil Service Fast Stream www.faststream.gov.uk

Police Federation of England & Wales www.polfed.org

The National Probation Service,
www.probation.homeoffice.gov.uk/output/page2.asp

North West Consortium www.probation-northwest.co.uk

General Social Care Council (GSCC) www.gsccl.org.uk

Institute of Career Guidance (ICG) www.icg-uk.org

National Youth Agency (NYA) www.nya.org.uk

**National Association for the Care & Resettlement of Offenders (NACRO),
London Head Office** www.nacro.org.uk (website includes directory of regional offices and services)

Youth Justice Board for England & Wales www.yjb.gov.uk

Action for Prisoners' Families www.fpfsg.org.uk

Community Service Volunteers (CVS) www.csv.org.uk

The Law Society of England and Wales www.lawsociety.org.uk

Police recruitment website www.policecouldyou.co.uk

Cheshire Constabulary - www.cheshire.police.uk

Cumbria Constabulary – www.cumbria.police.uk

Greater Manchester Police www.gmp.police.uk

Lancashire Constabulary www.lancashire.police.uk

Merseyside police www.merseyside.police.uk

MI5 The Security Services www.mi5.gov.uk

MI6 Secret Security Services www.mi6.gov.uk

Law Careers Advice Network (LCAN) www.lcan.org.uk

Law Careers.net www.lawcareers.net

Crown Prosecution Service www.cps.gov.uk

Local Government jobsite www.lgjobs.com

Local Government careers information www.lgcareers.com

Civil service recruitment gateway www.careers.civil-service.gov.uk

Vacancy websites

www.edgehill.ac.uk/careers/graduatejobs Graduate vacancies advertised by the Careers Centre – register online to view the vacancies

www.lgjobs.com/ - local government jobs

www.prospects.ac.uk/ - general graduate vacancies

www.direct.gov.uk has all local government departments A-Z and most of them put on their vacancy bulletins

www.civilservice.gov.uk/jobs recruits for all departments within civil service

www.milkround.com advertises lots of graduate training vacancies and opportunities

Other Resources:

The LRC has a number of relevant books on Job Search strategy and techniques. A full list of the books available to borrow from the library is available on the Careers website in the Download Zone.

Some of the titles include

Readymade Job Search Letters .- Lynn Williams, 2009

Preparing Your Own CV - Rebecca Corfield 2004

How You Can Get That Job! - Rebecca Corfield 2004

More Best Answers to the 201 most frequently asked interview questions -

Matthew J DeLuca and Nanete F DeLuca

Great Answers To Tough Interview Questions - Martin John Yate 6th Edit
2005

How to Pass Numeracy Tests

How to Master Psychometric Tests - Mark Parkinson 4th edit 2008

How To Pass The New Police Selection System, Tolley, Hodge, Tolley,
Kogan Page, (revised 2nd edition) 2007

How To Pass The UK National Fire-Fighters Selection Process, 2nd edit. Mike
Byron 2008

The Civil Service Year Book – lists departments and addresses of civil
service.

Social Services Year Book

Working in The Voluntary Sector - Craig Brown 2004

Working for a better World” Your guide to careers in the charity sector,
Workforce hub (2005)



CUSTOMER VIEWS

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We would appreciate it if you could complete this form and tell us what you thought of the information we've given you.

Publication title :

Will this publication help you? YES / NO

Did you find the information easy to understand? YES / NO

Was the publication interesting? YES / NO

Did you like the design of the publication? YES / NO

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