

Work & Learning Opportunities

What's here?

This leaflet provides you with basic information and advice about your options when looking for work and links you to a directory of online help and advice about everything from managing your money to searching for jobs or becoming self-employed. It's all one place so that you can go straight to the websites that are most useful for you.

Is everything online?

Using a computer is now a part of everyday life and increasingly essential at work.

For example, you can now get advice and claim benefits online without going into Jobcentre Plus.



Go to www.direct.gov.uk and select "Employment".

This leaflet therefore focuses on using online resources and provides information and advice about how to get started if you're new to computing.

Never used a computer before?

Ask your local JCP adviser if there's local training available. Or ask a friend or relative who does have a computer to log you on to WebWise which is the BBC's excellent advice on everything involved in using computers. It's interactive, easy to use and will show you all the basics starting with how to use a mouse.



www.bbc.co.uk/webwise

Free and low cost computer and internet access

This can be found at most libraries. Ask a friend or relative to go online and find the nearest access point for you. They just need to enter your postcode.



www.ukonlinecentres.com

If you do have a laptop, many cafes, (for example, MacDonald's) offer free wi-fi access.

Make the best of working in a library. It's not ideal if you have a limited time slot and you have to pay to use the printer. If you do have home access to a PC or laptop, but not the internet, consider buying a USB Flash Drive (from around £5) so that, when you are online, you can save things like job specs, adverts and application forms to look at and fill in later.

Alternatively, copy and paste addresses, phone numbers and job details into a Word document so that you don't have so much to print out.



Use this leaflet online by clicking on the links. Go to:
www.learning-opportunities.org.uk/directory

Information

online advice to help you back into work

Employment

- Keep your CV to 2 sides of A4.
- Double check for spelling mistakes (ask someone else to look at it for you).
- Write speculative letters to local firms – don't just wait for jobs to be advertised because you'll have to compete with all the other applicants.
- Prepare for your interview by practising answering questions.
- Dress smartly and make sure you're on time.



For more local advice:
www.learning-opportunities.org.uk/working

Self-employment

Consider starting your own business – it may be less complicated than you think.

Look around your local area to see if you can spot a gap in what's provided. Not all businesses need large amounts of capital.

Take advantage of Enterprise Allowances and free mentoring. Ask about this at your local Jobcentre Plus.



For more information and advice about where to start:
www.learning-opportunities.org.uk/enterprise

Training and education

Improving your qualifications could help you to get back into work. You will need to check what the regulations are about still being available for work, but you could study part-time or do a short course.



Learning Opportunities provides local information about local opportunities and you can email for one-to-one advice.
www.learning-opportunities.org.uk

Volunteering

Doing some voluntary work could help in a number of ways. You could:

- Try a different kind of work
- Learn some new skills
- Add some new experience to your CV
- Get a reference
- Put some structure into your day
- Have the satisfaction of doing something worthwhile and helpful



Put your postcode or town in to find opportunities close to you.
www.do-it.org.uk



www.learning-opportunities.org.uk/directory

Website Directory

online advice to help you back into work



Redundancy advice

What you're entitled to and help with planning your next step

www.learning-opportunities.org.uk/redundancy

General help

www.direct.gov.uk

Select "employment"

<http://nationalcareersservice.direct.gov.uk>

Log in to use the CV builder

www.linkedin.com

Professional networking website – use it to extend your contacts



Practical advice

Practical help while you're unemployed

www.acas.org.uk

Advice and help with workplace disputes

www.brightonandhovepct.nhs.uk/righttreatment/expertpatientsprogramme

Course on coping skills for people with long term health conditions – 01273 574647

www.bucfp.org or telephone 01273 671213/601211. Brighton based self help group Includes childcare support, welfare and benefits advice, internet access and volunteering opportunities

www.childcare.co.uk

Childcare information

www.citizensadvice.org.uk

Independent and confidential advice to help resolve legal, money and other problems

www.direct.gov.uk/en/MoneyTaxAndBenefits

Guide to benefits, tax, pensions and debt

www.friendscentre.org

01273 810210 – Brighton based adult education centre

www.moneysavingexpert.com/banking/Budget-planning

Practical advice on managing your cash



Learning and development

Update/upgrade your skills

www.direct.gov.uk

Financial help for adult learners

www.learndirect.org.uk

National database of courses

www.learning-opportunities.org.uk

Local advice on all aspects of returning to learning (including confidence building) plus personalised email advice

www.open.ac.uk

Supported distance learning - study at home in your own time

www.the-sia.org.uk

Information about SIA Security Licencing



Starting your own business

www.enterpriseatwick.org.uk

Local advice covering Sussex and Surrey

www.businesslink.gov.uk

Comprehensive national advice about all aspects of self-employment and starting or growing a business



Local volunteering opportunities

Experience you can add to your CV

www.bh-impetus.org

Brighton and Hove

www.do-it.org

Search by postcode



Local job searching

www.learning-opportunities.org.uk/findingajob

General job searching plus county specific links

www.brighton-hove-graduate-jobs.org.uk

Jobs for local graduates

www.sussexlocaljobs.co.uk

Search by sector and location

www.wiredsussex.com

Local jobs in the creative & digital industry

www.adur.gov.uk

Adur District Council

www.brighton-hove.gov.uk

Brighton & Hove City Council

www.eastsussex.gov.uk

East Sussex County Council

www.lewes.gov.uk

Lewes District Council

www.westsussex.gov.uk

West Sussex County Council

www.worthing.gov.uk

Worthing District Council

www.sussex.police.uk

Sussex Police



Local and national job searching by sector

Admin

www.office-angels.com

Charities

www.oneworldgroup.org/jobs

www.awid.org/eng/jobs

www.charityjob.co.uk

<http://reliefweb.int/jobs>

www.trust.org/alertnet/jobs

Construction and engineering

www.nce.co.uk

www.worldarchitecturenews.com

www.bd4jobs.com

www.justconstruction.net

www.thecareerengineer.co.uk

www.railwaypeople.com

www.go4constructionjobs.com

Engineering/utility industries

www.greenjobsonline.co.uk

www.renewablesjobshop.co.uk

Executive

www.theladders.co.uk

www.executivevacancies.co.uk

Finance

www.gaapweb.com

www.efinancialcareers.co.uk

Healthcare

www.jobs.nhs.uk

www.pharmiweb.com

www.wileypharmaceuticaljobs.com/

Hospitality and catering

www.caterer.com

Marketing and PR

www.prweekjobs.co.uk

<http://jobs.brandrepublic.com>

Media and film

www.mandy.com

www.uk.castingcallpro.com

www.grapevinejobs.com

www.journalisted.com

www.journalism.co.uk

Public sector

www.jobsinpublicsector.co.uk

www.monsterpublic.co.uk

www.jobsgopublic.com

www.jobs.nhs.uk

www.environment-agency.gov.uk/jobs

www.civilservice.gov.uk

www.w4mp.org

Retail

www.inretail.co.uk

www.retailcareers.co.uk

www.retailchoice.com

Sport

www.leisurevacancies.co.uk

www.bluedome.co.uk

www.leisureopportunities.co.uk

Teaching

www.tes.co.uk

www.eteach.com

www.cactustefl.com