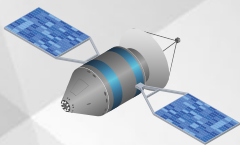


creating economic prosperity
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Leicester & Leicestershire
Enterprise Partnership

THE CAREERS &
ENTERPRISE
COMPANY



FREE
2022-23

World of Work Leicestershire

Information for young people on industries across the area



Twycross Zoo





WORTH £27 BILLION
The largest economy in the East Midlands



Three world-class universities with thousands of graduates entering the workforce each year



Home of **PREMIERSHIP SPORT**



M1 North to Sheffield, Leeds & The North

A great place to start and develop your career!

M42 West to Birmingham

M6 North to Birmingham, Manchester & The North

M69 West to Birmingham

M6 East to Felixstowe

M1 South to London



Melton

Melton Mowbray

North West Leicestershire

Washby-de-la-Zouch

Hinckley and Bosworth

Coalville

Charnwood

Loughborough

Blaby

Leicester

Oadby & Wigston

Harborough

LONDON ST PANCRAS
in just over an hour

CENTRAL LOCATION
with unrivalled transport links, perfect for distribution and logistics

FOOD & DRINK COMPANIES
Many local and national products made here



PEPSICO



SEVERAL RETAIL HEAD OFFICES
are based here



PROFESSIONAL & FINANCIAL SERVICES
Companies choose Leicester



STRONG ADVANCED MANUFACTURING & ENGINEERING SECTOR



- Leicester urban area (Waterside project, city regeneration areas)
- East Midlands Enterprise Gateway, a booming area for growth and jobs across five sites. East Midlands Airport is part of the new freeport* area
- Coalville Growth Corridor
- Loughborough (Loughborough University Science & Enterprise Park)
- South West Leicestershire (MIRA Technology Park Enterprise Zone)
- Enterprise Zones

* The East Midlands Freeport will bring thousands of jobs to the area, see: www.emfreeport.com

Introduction

Welcome to World of Work Leicestershire, a guide to some of the key industries across the area, to help you to plan your future.

This brochure also includes information on qualifications and pathways, and advice on looking and applying for jobs or apprenticeships.

If you are starting to career plan, it is helpful to be aware that there are a wide range of roles across all work sectors, plus any trends on what skills are needed in the world of work.

There are some large, key employers in Leicester and Leicestershire, such as IBM, Amazon, Hastings Direct, Next, 3M, Caterpillar, Triumph, Dunelm, Santander and Samworth Brothers. Along with well-known names, there are thousands of micro, small, and medium-sized employers, who also offer fantastic career opportunities.

With over 550,000 jobs in the area and 47,995 registered businesses, read on and find out more!

LEICESTER AND



POPULATION
1.06 MILLION

ECONOMY WORTH
£27 BILLION



LEICESTERSHIRE

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The world of work

The world of work is continually changing, and you might wonder what future employment opportunities will look like. Looking at trends, the area around you, and the different ways in which we work can help you to plan your career.

What is the 'labour market'?

Labour market information can tell you:

- ↑ What jobs and skills employers are looking for
- ↑ Which industries are recruiting and where they are located
- ↑ The number of people in certain types of jobs
- ↑ Growing or declining job areas and general employment trends



See the grid opposite for some key factors that can affect the labour market.

Work facts for the 21st century

Lots of new jobs are going to be created over the next 15 years. How much do you know about the jobs listed below? They are all out there right now!

NANO-MEDICINE TECHNICIAN

DRONE TRAFFIC OPTIMISER

CYBER SECURITY SOFTWARE DEVELOPER

AVATAR TUTOR BROKER

ARTIFICIAL INTELLIGENCE ENGINEER

GREEN FUNERAL DIRECTOR

The majority of jobs available now and in the future require at least level 3 qualifications because many roles are increasingly using advanced technology.

What is STEM?

STEM stands for science, technology, engineering and maths. Employers value the skills you develop in STEM subjects and careers. Why? Because there are going to be more skilled jobs available in these areas in the future and young people like you will be needed to do those jobs. Being creative is also important, to be innovative in solving challenges.







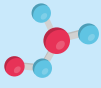

What kind of STEM jobs exactly?

Some really exciting ones! Just think, you could be responsible for:

- ↑ Inventing a new low carbon transport
- ↑ Creating the biggest video game of all time
- ↑ Curing an illness or disease
- ↑ Building the tallest tower in the world



The changing world of work

What is changing?	How can it affect jobs?	Think about it!	Which job areas will be important?
<p>New technology is being developed all the time.</p> 	<p>New technology is the main reason for old jobs disappearing. Most jobs today involve using digital skills in some way.</p>	<p>Self-service machines. Robots on production lines. Greater demand for people with IT, electrical and engineering skills to fix them and develop new ones.</p> 	<p>Electronics Automation and robotics engineering Creative and media Data science and machine learning Aerospace Cyber security</p>
<p>People are living longer.</p>	<p>People will need more health care and social care support.</p>	<p>More health and social care workers are needed. Demand for housing and leisure activities aimed at an older population. More products and technology that assist the elderly.</p>	<p>Health care Social care Life sciences Pharmacology</p> 
<p>The skills of people around the world are improving.</p>	<p>There is more competition from the rest of the world.</p> 	<p>China and India produce many more graduates than the UK. Some countries have more well-established apprenticeship and technical learning offers. There are increasing numbers of remote and physical working offers open to a global employee pool.</p>	<p>Education Science Engineering Creative and media (including gaming) Manufacturing Digital Finance</p>
<p>We must take more care of the environment.</p> 	<p>More research into saving energy and developing greener technologies across industries.</p>	<p>Low carbon transport options and skilled mechanics to maintain them. Greener construction techniques. Making processes and products more efficient and sustainable. Activities to reduce pollution.</p>	<p>Engineering (including motor vehicle) Chemical processing Recycling Agriculture Energy and utilities Innovation</p> 
<p>People are thinking carefully how they spend their money, especially on their well-being.</p>	<p>Demand for services such as catering, fitness, health spas and gaming.</p>	<p>Some farms are turning to tourism as well as farming. More hotels offering spa facilities. Fitness monitoring and nutrition. Workplace wellness.</p>	<p>Health and beauty Sport and leisure Hospitality and tourism Creative and media Sales and marketing</p>
<p>A global pandemic.</p> 	<p>Greater demand for key workers, manufacture of food, and protective equipment and scientific research to fight the virus.</p>	<p>Services to keep the country functioning and to help the sick and elderly. Government services need to action how to deal with the pandemic. Research for treatments.</p>	<p>Health and social care Food retail and manufacturing Public services Utilities Transport services Science and innovation Digital skills</p> 

Covid-19 and the world of work

Since lockdowns lifted many employers have been recruiting to boost their services, and at the time of producing this guide the number of job vacancies outstrips the number of people looking for work. It's great news if you are job and apprenticeship hunting with opportunities available in every sector.

Ways of working

There are several different ways of working, which can vary based on the organisation and the job; there are some roles with full-time 9am-5pm working patterns, but other ways of working are growing. The Covid-19 pandemic altered the way people work, with many businesses increasing their online services and more people working from home where they can. Workplaces are becoming more flexible and the pace of work place change is speeding up!



TOP TIP!

Being an entrepreneur and starting your own business is also an option!

See page 24 for more on this.

Different work patterns include:

Temporary or fixed-term contracts – employers recruit more people at busier times, such as in logistics or agriculture.

Flexi-time working – employees do not work to set hours every day, such as 8.30am to 4.30pm.

Shift work – people who work in factories, hospitals or warehouses often work shifts as they're needed through the night or early in the morning.

Zero or low hours contracts – sometimes employers need flexibility; you are offered work as and when the company needs you, so might not know how many hours you will work from week to week.

The 'gig economy' – a growing area of work linked to app-based platforms that hand out work in bits and pieces - such as food delivery, courier or cleaning homes. Not all 'gig economy' roles are based around apps; some workers can also work for more traditional companies, who have changed how their staffing system operates.

Teleworking or working from home – new technologies mean that you can work from practically anywhere these days.

Freelance and consultancy work – specialists are brought in to a business only when they're needed. There are a number of freelance online platforms like Upwork and PeoplePerHour.

Part-time work – some people choose to only work part of a week, for example, if they're also studying, but some jobs aren't available as full-time posts.

Looking at Leicester and Leicestershire employers

99.6% 
OF BUSINESSES
LOCALLY ARE
MICRO (0-9 STAFF)
SMALL (10-49 STAFF)
OR MEDIUM
ENTERPRISES (50-249 STAFF)

New and upcoming businesses tend to be micro, small or medium, so it is worth having a good look around you, or searching for local companies via Google or Yell.

Find a big opportunity in a small company!

Many young people like to approach well known, large companies for career opportunities, but there can be strengths in working for a smaller sized company. Over 99% of local businesses are micro (0-9 staff), small (10-49 staff) or medium enterprises (who employ 50 to 249 staff).

Why work for a smaller business?

- ↑ Your input will be valued; as part of a smaller team your contribution is more noticed
- ↑ Quick progression; for those who show potential
- ↑ Contact with senior managers; you can build a good relationship and raise awareness of your work ethic
- ↑ Lots of variety; you will learn about the day to day aspects of how a business is run

Analysis with local employers says:

- ↑ Employers really value young people with good communication skills, knowledge about their business, a strong work ethic and realistic expectations.
- ↑ Useful skills include: commercial awareness, digital skills, reliability, problem-solving skills, adaptability, and an understanding of e-commerce.
- ↑ Be 'open' to different sectors and areas of work; many organisations have a range of different roles and once employed, you can apply for opportunities to upskill or change department.
- ↑ Ideally employers want young people with five good GCSEs including English, maths and a science, and some work or voluntary experience.

The East Midlands Chamber recently led some area employer research across three sectors. Having people with the right behaviours is deemed most important for a business's success, over knowledge and skills. See: insight-unlocked.co.uk



Local sectors of work

Over the next few pages you can see some of the main industries* across Leicester and Leicestershire; many of which employ a lot of people locally. You will see that there are a huge variety of opportunities across the area.

* An industry is a group of businesses or employers that produce similar goods or services.

A guide to the sector pages

The industry pages show:

- ↑ An introduction to each sector
- All of the sectors shown either employ a large number of people, or are growing, or have vacancies due to people retiring.
- ↑ A range of job roles in that sector
- ↑ Average national pay rates*
- ↑ What is happening in that sector locally
- ↑ Some local employers
- ↑ Useful skills
- ↑ Websites where you can research more

Some pages show 'entry' roles, these may be typical roles through which young people could enter a sector after school or college. However there are lots of pathways into industries, be it apprenticeships, T Levels, college courses, on-the-job training or university.

TOP TIP!

Unsure of what a job role is?

Explore short films of different roles across industries on www.icould.com

icould

* Across the sector pages national average pay rates are shown; these indicate what you could earn once you are established in a role, but initially your pay will be lower! As experience, skills and progression evolves, pay will usually increase.

How much will I get paid?

Your pay will depend on your qualifications, skills, experience and whether you're doing an apprenticeship or other training programme. There are different levels of minimum wage:

£4.81 an hour for under 18 year olds. (Must be above school leaving age. Doesn't apply if you're doing an apprenticeship.)

£6.83 an hour for 18-20 year olds.

£9.18 an hour for 21-22 year olds.

£4.81 an hour for apprentices age 16-18 or in their first year (many employers pay more than this).

Based on the minimum wage, the starting salary for an 18 year old could begin at £13,140 a year for a job working 37 hours a week. The National Living Wage for all working people aged 23 and over is currently £9.50 an hour.

Pay scales correct as at 1 October 2022. Minimum wages increase each year (in April) see:

www.gov.uk

See current apprenticeships at:

www.gov.uk/apply-apprenticeship

TOP TIP!

You can 'earn as you learn' if you do an apprenticeship!

A look at our key sectors

Health

If you're passionate about helping people and making a difference in their lives, working in **health care is one of the most rewarding career choices there is**. Health is about the treatment, control or prevention of disease, illness, injury or disability, either in hospitals, health centres or the community. Looking for an interesting career with lots of opportunities to progress? **With over 350 job roles**, you could work in the NHS, a charity or a partnership between the NHS and a local authority department, such as children's services. There are a wide range of roles in private healthcare too. There are roles based in nursing, specialist consultancy, pharmacy, therapeutic roles or scientific roles in laboratories. There are support roles too, in administration, finance, communication, security and maintenance.



Useful subjects for medicine, nursing or scientist roles:
Maths, science, biology, chemistry, physics, English, ICT, psychology, sociology

What is happening?

- ↑ The NHS is the main provider of healthcare here, with a growing private healthcare market.
- ↑ People are living longer and the population is growing; 33,635 are employed in health locally. The NHS is the employer that advertises the most job vacancies locally.
- ↑ **Skills shortages** include midwives, A & E doctors, GPs, psychiatrists, nurses, sonographers, occupational therapists, orthoptists, bio scientists and radiographers.
- ↑ Digital technology use is growing. Online/virtual consultations have increased greatly. Other trends include:
 - Robot-assisted diagnosis and surgery
 - Data analytics are used to predict and prevent diseases
 - Wearable health technology, home monitoring, and telecare reminders for medication.
- ↑ Area specialisms include internationally-renowned services in cardio-respiratory diseases, cancer and kidney disorders.
- ↑ **Skills needs vary**, from highly-technical, STEM-based skills for advanced, technology-led diagnosis and treatments – as well as softer, social and care-oriented skills – to support an ageing population. Roles in mental health support are growing.
- ↑ Nursing is the number one health vacancy locally, and is a really employable degree, with 94% of graduates in work within 6 months; UK qualifications are internationally recognised. There is a demand for specialist trained nurses, such as paediatrics, chemotherapy and endoscopy.
- ↑ **Routes into health careers** are expanding, with growing numbers of apprenticeships available from level 2 to degree level.
- ↑ **There are roles into health at all levels:** Domestic and portering roles may require few or no qualifications. Administration, patient services, and HR roles may need GCSEs or higher. Scientific, technical and clinical roles need higher skills. Explore local work experience and jobs on the 'your future' website below.

Local employers include:

- ↑ NHS hospitals (University Hospitals of Leicester NHS Trust)
- ↑ Health centres
- ↑ Private health care e.g. Nuffield Health or Spire Leicester
- ↑ Charities like LOROS
- ↑ Community health (Leicestershire Partnership NHS Trust)
- ↑ Local authorities and district councils



WHAT YOU COULD EARN*

Pharmacist	£32K-£44K
Phlebotomist	£18K-£23K
Hospital Porter	£18K-£21K
Paramedic	£26K-£39K
Dental Nurse	£20K-£30K
Nurse	£25K-£31K
Midwife	£25K-£45K
General Practitioner (GP)	£60K-£90K
Dietician	£25K-£40K



Skills and qualities
Communication and literacy, calmness under pressure, customer awareness, negotiation skills, ICT, team working

Ideas at...

www.stepintothens.nhs.uk | www.leicestershospitals.nhs.uk/aboutus/work-for-us/
www.healthcareers.nhs.uk | www.gov.uk/apply-apprenticeship | www.your-future.co.uk

*A word on pay - a guide to pay is on page 8. Across sector pages national average pay rates are shown; these indicate what you could earn once you are established in a role, but initially your pay will be lower! As experience, skills and progression evolves, pay will usually increase.



Social Care

The social care sector provides vital services across society; we are all living longer with a range of support needs. **Social care is very rewarding and meaningful work** as it is all about providing personal and practical care and support to help people live their lives. You could support people with physical or learning disabilities, autism, or care for older people. A role in social care could also include supporting people with acquired brain injuries and mental health conditions. This could be within their own home, in the community, in a residential home, supported living apartments or within retirement housing.

Useful subjects

Health and social care, psychology, sociology, science, English, maths, ICT

What is happening?

→ **A career in social care** offers long term employment and career progression prospects, with 31,000* jobs in adult social care alone.

→ **Employers value applicants** with the right values, behaviours and attitudes to work well with people who need help and support; you do not always need prior experience or qualifications.

→ **Good social skills are important**; you have to interact with others; not just the people you're supporting but also their loved ones and your colleagues.

→ Care vacancies are in the top three of most advertised jobs locally; all areas of care provision are expanding. 80% of the workforce is female; more males would be welcome into the sector.

→ Health and social care services are working more closely together so there are lots of new roles and opportunities to progress.

→ Digital technologies, such as apps and wearable technology, remote monitoring (alarms/sensors) and digital care plans are increasing across the sector to enhance care support.

→ A lot of career pathways can be fully funded through apprenticeships, for example, in adult social care, becoming a nursing associate, nurse, social worker, or occupational therapist through apprenticeships.

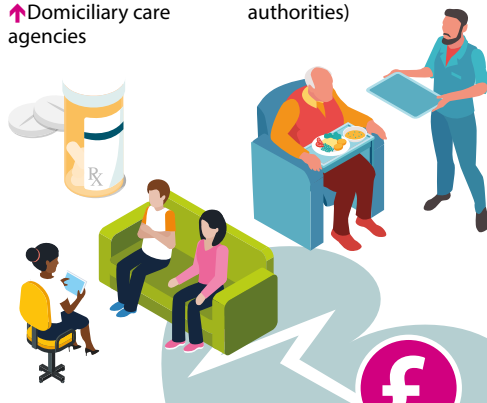
→ **Different jobs within the sector** include front line care staff to seniors, co-ordinators, team leaders, service managers, area managers, directors and even owning your own business! Other roles include social workers, nurses, occupational therapists, housing support officers, activity co-ordinators and support roles such as administration and office management, HR, recruitment, finance, IT, training, marketing, catering and many more!

→ **The Inspired to Care project**, from Leicestershire County Council, supports the social care sector in Leicestershire, and is a great start for young people.

→ This is a **growing sector for work**; some roles may be challenging but they are also very fulfilling, with lots of scope to meet new people and develop a career.

Local employers include:

- ↑ Local care organisations and nursing homes
- ↑ Supported housing organisations and day centres
- ↑ Domiciliary care agencies
- ↑ Community services
- ↑ Individual employers who recruit their own staff
- ↑ City, county and district councils (local authorities)



WHAT YOU COULD EARN

Social Worker	£24K-£40K
Care Home Assistant	£14K-£24K
Residential Home Manager	£25K-£55K
Mental Health Nurse	£25K-£45K
Occupational Therapist	£25K-£45K
Housing Officer	£22K-£35K
Residential Support Worker	£17K-£27K

Skills and qualities

Treating people with dignity and respect, calm, motivated, responsible, good team worker, committed to improving lives, good communication skills, kind, trustworthy.

Explore career ideas at...

www.skillsforcare.org.uk/thinkcarecareers
www.inspiredtocare.co.uk | www.everydayisdifferent.com
www.gov.uk/apply-apprenticeship

Creative

The creative sector is about generating original ideas and products and is often split into three distinct parts: arts, culture and creative media. Job areas include design, film and video, marketing, advertising, music, crafts, photography, computer games and animation, plus museums, galleries and performing arts. **The fastest growing part** of the local sector is in **design and creative agencies**, who have doubled their workforce in the last 10 years. Nationally the UK gaming industry is booming, its the sixth largest in the world. Locally there are 21,300 people employed in the creative sector.



Useful subjects
English, maths, ICT, engineering, art, music, science, psychology, design, chemistry, media

What is happening?

→ The Cultural Quarter in Leicester is home to many creative businesses at the LCB Depot (which provides workspace for creatives), Curve, Makers Yard and Phoenix Square.

→ Creative centres in the county include the Ferrers at Staunton Harold, the Atkins Building in Hinckley, Charnwood Arts and Melton Space. Area districts and boroughs have clusters of creative businesses and arts festivals..

→ **Job competition in the creative sector is high.** You need to be tenacious with strong business and networking skills. Opportunities are often with very small businesses or non-profit organisations. Any voluntary or sector work experience is useful. Employers value young people with combined sets of skills, such as artistic and scientific skills, passion, motivation, a creative spark, and a willingness to learn. Patience and persistence are other key attributes.

→ Many people are self employed (32%) or freelance, which means less job security. Some work is project based, so collaboration, team work and negotiation skills are useful.

→ There's a high percentage of graduates in the sector but also a growing number of technical routes in, like apprenticeships and T Levels.

→ **Creative entry level roles include** marketing assistant, apprentice light technician, apprentice animator, community arts assistant, stagehand assistant and trainee IT, customer service and administration roles.

→ Massive digitalisation and emerging technologies, such as virtual and augmented realities, and AI, are creating new forms of cultural experiences.

→ Some fantastic local courses are available! **Leicester College and the National Space Centre** offer an **Immersive Design and Development course** using cutting edge technology to craft digital experiences in virtual, augmented and mixed reality, learning game engine programming, XR design, 3D modelling and other immersive media development.

→ **Creative skills shortages** include technician (especially software and digital media), public relations, graphic designers, production fundraising, 3D designers, production managers, broadcast engineers, VR specialists, digital marketers, illustrators, coders.

→ The Creative Leicestershire service offers free advice and support to local creative enterprises.

Other local employers include:

- ↑ We-Fab
- ↑ Digital Ethos
- ↑ Standout
- ↑ Champions (UK) Plc
- ↑ Rock Kitchen Harris
- ↑ Trident
- ↑ Phoenix Arts Centre
- ↑ ESL UK
- ↑ Go Inspire
- ↑ Rare Ltd
- ↑ Affixius Films
- ↑ Soar Valley Press
- ↑ Seed Creativity
- ↑ Creative 62

- ↑ Colab Creation
- ↑ Blueprint Interiors
- ↑ Quiet Storm
- ↑ Local theatres
- ↑ Galleries
- ↑ Cinemas

Casual work may be available through arts festivals and events



WHAT YOU COULD EARN



TV, Video and Audio Engineers	£22K-£45K
Digital Marketing Officer	£17K-£34K
Make-Up Artist	£18K-£30K
Public Relations Officer	£17K-£28K
User Experience (UX) Designer	£22K-£38K
Graphic Designer	£18K-£40K
Advertising Art Director	£18K-£40K

Skills and qualities
ICT, problem solving, attention to detail, team work, communication, planning, creativity, presentation skills, leadership, innovation, business and entrepreneurial

Explore career ideas at...

www.screenskills.com | www.lcbdepot.co.uk
www.creativeleics.co.uk | <https://getintotheatre.org/>
www.thecreativeindustries.co.uk | www.ccskills.org.uk | themightycreatives.com



Engineering and Advanced Manufacturing

Engineering and manufacturing have always been on the cutting edge of technology. **It's a dynamic, varied, sector, with lots of scope to progress.** Engineering uses scientific and practical knowledge to invent, design, and construct everything around us! Manufacturing produces goods from raw materials into finished products, often using the latest technology to improve processes. **Many different products are made across Leicestershire**, from precision tools, electricals, motorbikes, packaging and bricks; the area has a strong manufacturing heritage. Businesses include Caterpillar (construction machinery), Sofidel UK (tissue paper), Morningside Pharmaceuticals Ltd, SPS Technologies, JJ Churchill (both aerospace components), and Hammonds Furniture. Leicester and Leicestershire has the 7th highest specialism in this sector in England.

Useful subjects

Maths, physics, chemistry, English, biology, ICT, languages, design

What is happening?

- 81,300 people are employed across 5,015 businesses locally in this sector. Careers are broad and can involve research, testing, developing prototypes, engineering and maintenance.
- Locally aviation, aerospace and satellite technology manufacturing (2,600 jobs) has more than doubled in size over the past decade. It can be exciting to support the manufacture of engine components that will fly 1000's of people safely across the world - having a small input can have a big long-term impact!
- **There are roles into the sector at all levels;** some production line roles need few or no qualifications. Engineering and manufacturing is the fourth most popular sector for apprenticeship starts in the area, and there are graduate schemes too. If you work hard and show initiative you can progress.
- **Roles in demand** include electrical, mechanical and artificial intelligence engineers, production managers and engineers, 3D printing technician, process operators, research and design engineers and machine programmers.
- **Digital engineers** are needed to code for the technology needed in high-tech facilities, plus website and marketing roles to enhance the online products and services offer to customers. There are also HR, customer service and sales positions.
- There are enormous benefits to young people who join the sector, gaining useful skills and knowledge, and a sense of responsibility - it also pays above average wages.
- The sector will increasingly rely on technical, STEM-based skills - to operate digitised and automated processes.
- Loughborough University Science and Enterprise Park (LUSEP), is home to 90 high-tech companies.
- MIRA Technology Park (Hinckley) is the largest automotive research and development park in Europe, with state-of-the-art engineering and test facilities, and an on-site skills and training centre.
- **Growth is expected in areas such as:** innovation and use of AI; next generation transport; medical technologies and pharmaceuticals; future food processing; energy and low carbon products.

Other local employers include:

- ↑ JJ Churchill
- ↑ Taylor Hobson
- ↑ Emerson
- ↑ Fisher Scientific
- ↑ Bostik
- ↑ Preci-Spark
- ↑ Druck
- ↑ Nylacast
- ↑ Cobra
- ↑ Winbro Group
- ↑ JC Metalworks
- ↑ DPI (UK)
- ↑ Ametek
- ↑ Crown Bevcan
- ↑ Babcock International
- ↑ Flotec
- ↑ Blanson Ltd
- ↑ Cook Optics
- ↑ Triumph
- ↑ KJN Automation



WHAT YOU COULD EARN

Production Worker	£17K-£30K
Robotics Engineer	£24K-£50K
Mechanical Engineer	£22K-£45K
Electronics Engineer	£20K-£45K
Manufacturing Systems Lead	£24K-£45K
Technical Design Engineer	£27K-£45K
Sheet Metal Worker	£20K-£30K
CAD Technician	£18K-£36K

Skills and qualities
Problem solving,
communication, creative
thinking, leadership,
attention to detail

Explore career ideas at...

www.engineeringuk.com | www.lusep.co.uk | www.makeuk.org
www.miratechnologypark.com | miratechnologyinstitute.co.uk
www.theiet.org | www.thisisengineering.org.uk | www.themanufacturer.com

Also see our Enterprise Zone page 25 to read about the MIRA Technology Park (Hinckley) and LUSEP.

Food and Drink

Food and drink production is the largest manufacturing sector in the UK, and is vital in keeping the nation fed! From farm to fork, roles include ingredient growing, product development, food manufacturing, quality assurance, sales and distribution. In Leicestershire, businesses range from smaller handcrafted goods companies to large producers such as **Mars, Walkers (PepsiCo)** and **Samworth Brothers**. The diversity of the area offers a number of producers of spices, sauces and traditional ethnic foods. **Trends include the increasing use of manufacturing technologies** – using data analytics in forecasting demand and supply, food processing technologies such as robots and automated food production lines, and the use of refillable packaging. 43,900 are employed across 3,865 businesses in this sector locally.



Useful subjects for technical roles:
English, maths, chemistry, biology, business, catering, ICT, nutrition

What is happening?

→ The industry is very resilient - people always need food! There are over 100 different job roles across the sector, and a range of skills levels, so something for everyone.

→ There is a growing market for healthier eating, vegetarian and vegan offers, so many producers are adapting their product range.

→ **Jobs include** product development technician, production operative, quality assurance technician, production planner, chef, chocolatier, brewer, and food scientist and a wide range of apprenticeships.

→ **There are vital engineering roles** to support production lines, and desk roles in sales, marketing and administration.

→ **Roles can be very hi-tech and creative;** companies are always looking for ways to be one step ahead of the competition!

→ Reducing food waste in production is vital, and the use of eco-friendly packaging is growing. More people want to utilise local farmers, butchers and bakers.

→ Regional specialisms include bakery, dairy, meat products, snack foods, confectionery, chilled and frozen products.

→ There is a growing artisan food market, focusing on hand-made and locally-sourced goods. A go-to destination, Stockyard, for area producers has opened in Melton Mowbray, the rural capital of food and drink. Melton also has a Food Enterprise Centre, offering free science and technology advice for food and drink manufacturing businesses.

→ The Leicester Food Park provides high quality food manufacturing space with purpose-built units, to support new and established food businesses.

→ Area specialities Stilton cheese and pork pies are internationally known, and Walkers Crisps, the most popular UK crisp brand, has the world's largest crisp factory in Beaumont Leys.

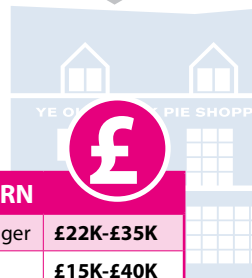
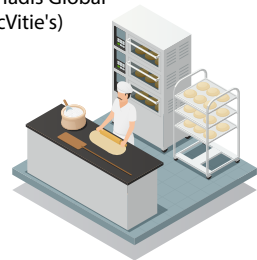
→ PepsiCo has a huge research and development centre in Leicester, with a focus on healthier snacks, making and testing prototype ingredients, flavours and products.

→ Leicestershire's Pukka Pies is well-known across fish and chip shops and football stadiums, and sells over 60 million pies a year.

Other local employers include:

- ↑ Geary's Bakeries
- ↑ Refresco Drinks
- ↑ Delifrance
- ↑ Everards
- ↑ Belvoir Fruit Farms
- ↑ Everest Dairies
- ↑ Just Egg
- ↑ Shelton's Coffee
- ↑ Cofresh
- ↑ Leicester Bakery
- ↑ Gafoor Ltd

- ↑ Websters Dairy
- ↑ KP Snacks
- ↑ Blackfriars Bakery
- ↑ Union Distillers
- ↑ Long Clawson Dairy
- ↑ Charnwood Brewery
- ↑ Pladis Global (McVitie's)



WHAT YOU COULD EARN

Business Development Manager	£22K-£35K
Baker	£15K-£40K
Food Scientist	£20K-£45K
Production Engineer	£25K-£50K
Quality Assurance Technician	£20K-£35K
Food Production Operative	£16K-£26K
Consumer Analyst	£20K-£45K

Skills and qualities
Problem solving, team work, customer awareness, creativity, communication, people management, negotiation

Explore career ideas at...

www.tastycareers.org.uk | www.gov.uk/apply-apprenticeship
www.foodanddrinkforum.co.uk/leicester-food-park/



Business, Finance and Professional Services

Business, professional and financial services cover a very broad range of activities – including head office activity, finance, insurance, digital services, accountancy, legal services, property services, research, design, scientific, and business consultancy, and a range of support roles such as business administration and customer service. Companies welcome young people with high motivation, enthusiasm and strong communication skills. Roles require high commitment and hard work but can result in high job satisfaction and good pay! Many areas rely on the expertise of staff to win clients, so good interpersonal skills and continually updating your sector knowledge are key. There are 78,900 people employed across 12,845 businesses in this sector locally, with an even split of males (51%) and females (49%).

Useful subjects
English, maths, ICT, languages, business sociology, psychology

What is happening?

- **Roles include** sales, customer service, law, project management, payroll and wages roles, accountants, financial advisers, marketing, PA, property services (such as estate/letting agents, surveyors and architects), and business development.
- Specialist positions in the sector require formal qualifications and specific skills, such as lawyer, accountant or financial adviser and once you have completed your degree or apprenticeship, you will need to study further in your role.
- In other roles employers are willing to recruit and train people 'on the job' if they have good customer focused skills, resilience and flexibility. Some companies will take on school and college leavers.
- **Key employers** based here include Berkeley Insurance, BHIB Insurance, Santander, Mattioli Woods and Hastings Direct. Other employers include services such as lawyers, accountants, architects and surveyors.
- Legal businesses like Freeths, Gateley, Howes Percival and Shakespeare Martineau have offices here. The area also hosts regional offices for national accountancy firms like KPMG, PWC and Grant Thornton as well as head offices for Newby Castleman, Mazars and Cooper Parry.
- **Finance specialists** are in high demand as businesses review their costs in unsettled economic times.
- Many services have an online offer and the use of IT, software and business analytics to enhance and personalise services has increased. Fintech (financial technologies) is a growing area of banking and financial services.
- Cyber security, risk management, compliance, legal services, data protection, tech-led innovation, management software services and environmental consultancy are all thriving areas. Modern languages are in demand as global markets grow.
- The Leicester Business Festival is held in November each year and brings together businesses of all sizes for free workshops and events.
- Accounting, sales and business development roles feature in the top 15 most advertised job roles locally.*

Other local employers include:

- ↑ Global Payments UK
- ↑ AXA PPP Healthcare
- ↑ Nelsons
- ↑ Knights
- ↑ EHL Group
- ↑ NatWest Group
- ↑ Dodds
- ↑ PPL PRS
- ↑ Anthony James Insurance
- ↑ Chettyes
- ↑ The Miller Partnership
- ↑ Pattersons Commerical Law
- ↑ RSM UK
- ↑ Cambridge and Counties Bank
- ↑ ThinCats
- ↑ EMB Group
- ↑ Blythin and Brown



WHAT YOU COULD EARN

Finance Manager	£35K-£60K
Human Resources Officer	£22K-£35K
Chartered Accountant	£30K-£50K
Business Research Professional	£22K-£45K
Insurance Account Manager	£20K-£60K
Office Manager	£22K-£45K
Mortgage Adviser	£21K-£45K
Contact Centre Adviser	£17K-£25K

Explore career ideas at...

www.cipd.co.uk | www.leicesterbusinessfestival.com
www.gov.uk/apply-apprenticeship | www.icaew.com
www.lawsociety.org.uk | www.insurancecareers.co.uk

Skills and qualities
Communication, problem solving, presentation, analytical skills, organisational, negotiation, calm under pressure

* Advertised vacancy analysis across Leicester and Leicestershire, 2022, from Lightcast.

Education

Education is an important large area of employment locally, employing 54,337. This is extremely rewarding work as you see your students succeed! Numerous opportunities in Leicester and Leicestershire link to the many schools, academies, colleges and three large universities. There are also several training providers here, and local authority offers that provide teaching or learning support roles. 7.3% of advertised roles* locally are in the education and training sector. There is a growing use of **digital and technology in teaching**, which is beneficial as it mirrors real working life.



Useful subjects
English, maths, sciences, languages, ICT, history, geography, RE, design & technology

What is happening?

→ The area has three excellent universities, with their own specialisms, and a strong further education (FE) offer, plus many good local schools and academies.

→ **There is a shortage of teachers** in subjects such as maths, technology, physics, chemistry, history and design technology. Bursaries are available for some subjects. In FE and HE, tutors with an industry background linked to their specialism are highly sought after to enhance technical and work-linked education.

→ During lockdowns, the sector had to adopt digital tools (EdTech), at a fast pace and some organisations now use a blend of online and physical teaching. The use of AI and Augmented Reality is growing, and can help to monitor student progress and support with diverse learning experiences.

→ Information needs to be put across to learners in a dynamic, engaging and fun way - which involves lots of administration and planning, but can really help students to achieve.

→ E-learning (online courses) are being increasing taken across all ages, and can fit around peoples lifestyles. This also means opportunities to design and develop content, marketing and e-product user support.

→ **Roles include** secondary education teachers, teaching assistants, adult tutors, English as a foreign language (EFL) tutors, primary and nursery education teachers, adult education and senior education professionals. There are also other areas such as special needs support, student support, finance and administration.

→ For most teaching roles you need a degree but support and wider roles can be entered at a lower qualification level. Career progression opportunities are good.

→ **The range of apprenticeships** to access roles is increasing.

→ There is a shortage of male teachers in early years, primary and secondary education. 72% of the workforce is female.

→ **There is an ongoing need to help adults to increase their skills**, or retrain for new areas of work; learning new skills at any age can also help people to be more employable. Jobs and companies change over time and may have new training and development needs.

→ There are also fulfilling roles to support those who may face challenges when seeking work, such as ex-offenders, to gain new skills.

Local employers include:

- ↑ Sixth Form and Further Education colleges
- ↑ Primary and Secondary schools, academies, special schools
- ↑ De Montfort University
- ↑ Loughborough University
- ↑ University of Leicester
- ↑ Leicester City Council
- ↑ Leicestershire County Council
- ↑ Language schools
- ↑ Children's centres
- ↑ Training providers
- ↑ Private tuition organisations



WHAT YOU COULD EARN

Nursery Worker	£14K-£24K
Secondary Teacher	£26K-£42K
Head Teacher	£46K-£100K
Higher Education Lecturer	£33K-£55K
Learning Mentor	£14K-£24K
Training Officer	£15K-£30K
Adult Tutor	£20k-£30K
E-Learning Developer	£19k-£45K

Explore career ideas at...

<https://getintoteaching.education.gov.uk>
www.tes.com | www.tefl.org.uk | www.feadvice.org.uk

Skills and qualities

Presentation skills, creativity, problem solving, communication, people management, planning, patience, digital skills, listening



Space

Leicester and Leicestershire is the UK's leading location for the space industry, and as our reliance on space technology and applications grows, we need a strong workforce to support it. Space information supports our modern life, including areas like medical devices, SatNav, climate monitoring, high-speed communications and technology "spin-offs" including new camera technologies. The region has local university expertise, the iconic National Space Centre attraction, the globally recognised National Space Academy, Space Park Leicester and an existing business base. Research shows that **Leicester and Leicestershire hosts the fifth fastest growing aerospace and satellite technology** cluster in the country. Locally the sector employs 4,300 people across 135 businesses.

Useful subjects

Engineering, maths, science and computing skills (especially in programming and data analysis/management). Geography expertise is useful for Earth observation and navigation systems.

What is happening?

→ The sector is worth over £16.5 billion to the UK economy, with space manufacturing, including satellites, spacecraft, launch vehicles and scientific instruments, growing the most in real terms; up by £23 million to £2.27 billion (much of which is exported around the world).

→ The space sector is broadly made up of:

Science and research: including astronomy and astrophysics, cosmology and planetary science, and Earth observation science.

Space engineering: designing, planning, building and maintaining space related instruments – for exploration into the solar system or satellites orbiting the Earth; maintaining communications and navigation systems.

Business: companies using satellite data for business products (such as weather forecasts, traffic monitoring, communications and navigation) – this is an important growth area.

→ There are a **growing number of high-technology and space-linked businesses based here**, such as those located at Pioneer Park. Aerospace job opportunities are expected to increase faster than the UK average to 2030.

→ The Space Research Centre at the University of Leicester has specialist skills and equipment for space missions testing. Every year since 1967 has seen a Leicester-built instrument operating in space including equipment on BepColombo, which is on its way to Mercury, arriving in 2025!

→ Space Park Leicester is a world-leading hub for space and the translation of space research and Earth Observation (EO) data into commercial services, plus research into Artificial Intelligence and satellite production. Space engineers, scientists and entrepreneurs of the future will be trained onsite, creating 2,500 jobs.

→ **Most roles in space** need high-level engineering, physics, maths, science or computing skills, but there are also a growing number of apprenticeships and potential options in via areas like engineering, or roles using entrepreneurial and sales skills. There are also opportunities to work in space-linked businesses in entry level roles like administration, IT support, and customer services.

→ The UK's first ever post-16 **Space Engineering course** is offered by Loughborough College jointly with the National Space Academy. The UK's first **space engineering technician apprenticeship** was part-developed in Leicester.

Some local employers include:

- ↑ AST SpaceMobile - builds space-based cellular broadband
- ↑ Magna Parva - space hardware company
- ↑ Bloc Digital - space data visualisation
- ↑ Kleos Space - satellite earth observation
- ↑ Semelab (TT Electronics) - makes semiconductor components
- ↑ SafeTTY Systems - develops software for space-based systems
- ↑ Airbus - aerospace services
- ↑ Moniteye - remote monitoring solutions
- ↑ Bluesky - aerial survey services



WHAT YOU COULD EARN*

	£
Systems Engineer	£25K-£55K
Propulsion Engineer	£22K-£50K
Communications Engineer	£22K-£50K
Data Scientist	£22K-£50K
Planetary Scientist	£24K-£50K
Electronics Technician	£21K-£45K
Business Analyst	£22K-£50K
Software Engineer	£25K-£55K

Skills and qualities

Innovation, creativity, adaptability, problem solving skills, team work, communication skills. Additional languages are useful as projects may use international collaboration. Business skills are useful for the commercial sector.

Explore career ideas at...

www.spacecareers.uk | www.spacecentre.co.uk | www.space-park.co.uk | www.nceo.ac.uk/
<https://nationalspaceacademy.org> | www.gov.uk/apply-apprenticeship

Construction

This growing sector involves the planning, design and creation of buildings or infrastructure such as roads, bridges or railways. The construction industry can offer amazing career opportunities to develop and travel, and offers **higher pay rates** than most other sectors. Demand comes from the need for more housing, environmentally friendly construction, commercial buildings and improving infrastructure - due to population growth, increased economic activity, and meeting new regulations. There are over **180 different roles**, not just those on a building site! Increased working from home has led to a boom in home improvements. There is also growth in large offices and empty retail space being converted into smaller units, or housing.



Useful subjects
Maths, sciences,
ICT, geography,
design and English

What is happening?

→ Employing 40,800 people locally, the sector has 5,675 construction employers here; most of these are 'micro' businesses.

→ **The top three roles locally in highest demand** are: construction managers, wood trades and interior fit-out, and painters and decorators, but other skills are much needed like plumbers, electricians, roofers, ground workers, quantity surveyors, architects, 3D technicians, smart building technicians, crane operators, scaffolders, plasterers and bricklayers. All areas will need project managers, IT and office-based staff like buyers, legal, design, sales and HR.

→ **There are over 30 different apprenticeships** in construction, which welcomes young people. There are also many graduate schemes. Each job is different, with new challenges, and there is satisfaction in seeing the finished job, whether a bridge or building!

→ With the increasing use of hi-tech machinery and materials the need for technical and digital skills will grow, but the dependency on traditional, skilled trades will also remain high.

→ There can be a lot of travel, often working away, with early starts, but great opportunities to progress.

→ There are thousands of new houses being built across the city and county, area demand for logistics centres, and student apartments, and major projects like a new business park in Castle Donington and the Midland Mainline railway upgrade.

→ **Environmental targets** mean exciting new areas to work in such as energy efficient intelligent buildings; other innovative areas include the increasing use of modular and off-site construction, and the use of digital technology to construct buildings as 3D-models before they are built in reality.

→ Local companies Ibstock Brick, Aggregate Industries, Caterpillar and Breedon Group all support construction with products and services.

→ There is an area Construction Skills Hub, a one-stop shop to help local people into the construction sector. See: www.leicesteremploymenthub.co.uk

Other local employers include:

- ↑ Davidsons Homes
- ↑ Waters
- ↑ Pick Everard
- ↑ RG+P
- ↑ Jelson Homes
- ↑ East Midlands Housing Group
- ↑ C3 Construction
- ↑ William Davis
- ↑ EE Smith
- ↑ Barratt Developments
- ↑ Galliford Try
- ↑ RTS Contracts
- ↑ Bloor Homes
- ↑ Danaher and Walsh
- ↑ Mellor Bromley
- ↑ CR Civil Engineering
- ↑ Bowmar and Kirkland
- ↑ Company Image Ltd
- ↑ Willmott Dixon
- ↑ David Wilson Homes
- ↑ Countryside Partnerships
- ↑ Harlow Bros
- ↑ SML Group



WHAT YOU COULD EARN

Carpenter/Joiner	£28K-£40K
Architect	£35K-£50K
Project Manager	£26K-£60K
Painter and Decorator	£20K-£40K
Electrical Trades	£25K-£60K
Civil Engineer	£20K-£60K
Quantity Surveyor	£18K-£80K
Construction Labourer	£16K-£29K
Plumber	£20K-£45K
Energy Assessor	£18K-£35K



Skills and qualities

Problem solving, attention to detail, communication, team working, leadership

Explore career ideas at...

www.goconstruct.org | www.architecture.com

www.gov.uk/apply-apprenticeship | www.housebuildingcareers.org.uk | www.citb.co.uk



Logistics and Distribution

Logistics is an exciting, innovative, vital sector across the world. Anything we need or use, from essential medical supplies to food and clothing needs to be delivered to the right place at the right time, involving the **efficient flow of goods and services locally, nationally or internationally** across road, rail, air or sea. This is a global 24-7, 365 days a year industry. Driving and delivery roles are in demand, but there are also roles in supply-chain, ICT, engineering, front-line operations and support roles. These include roles in transport planning, rail freight, aviation, sustainability, warehouse management and security.



Useful subjects
English, business and admin, maths, languages, sociology, ICT, sciences

What is happening?

→ Employing 68,400 people, **entry-level roles** include distribution clerk, some warehouse and delivery roles, IT and customer services which provide a stepping stone to career progression. There are also **apprenticeships and graduate schemes into the sector.**

→ **The sector welcomes young people** with a range of skills, who can get in and can progress, if they have a 'can-do' attitude.

→ With Leicestershire's central location, 95% of the UK population can be reached within a four hour drive, so many companies have fulfilment and distribution centres here so goods can be stored and distributed.

→ **Magna Park at Lutterworth** is Europe's largest distribution centre, and is expanding, and likely to employ 15,000 people! It includes employers such as Asda, Britvic, and BT; an onsite training centre CLEAR (Centre for Logistics, Education and Research), has opened.

→ **East Midlands Airport** is the UK base for DHL and UPS, two of the worlds' top air express freight operators, and a major Royal Mail hub; it is the UK's busiest pure cargo airport. East Midlands Airport is part of the new East Midlands Freeport, a new 'free trade' area, bringing more jobs to Leicestershire.

→ The **SEGRO Logistics Park**, near East Midlands Airport, provides thousands of jobs. This facility is rail, road and air connected, with state-of-the-art facilities from employers like GXO and The Very Group.

→ Marks and Spencers, Amazon, DPD and many other businesses operate key distribution centres here. Engineering teams play a huge part to keep centres running: the kit inside is really advanced, with automation and robotics, and can offer some exciting roles! The need for technical skills will grow across the sector.

→ The use of electronic vehicles across the sector is increasing, and data analytics helps businesses to predict demand and trends.

→ **Jaguar Land Rover** have a new global parts distribution centre in North West Leicestershire at the Mercia Park site.

→ **This is the areas fastest growing sector** - vacancies in logistics regularly appear in the top five most advertised jobs locally.

Explore career ideas at...

www.eastmidlandsairport.com | www.ioc.uk.com | <http://lutterworth.magnapark.co.uk>
www.novus.uk.com | www.ciltuk.org.uk | www.slp-emg-travel.com
nwslc.ac.uk/the-centre-for-logistics-education-and-research-clear | www.think-logistics.co.uk

Other local employers include:

- ↑ HAE Global
- ↑ Ceva Logistics
- ↑ Rhenus
- ↑ East Midlands Airport
- ↑ HW Coates
- ↑ Fred Sherwood group
- ↑ Pall-Ex
- ↑ 3T Logistics
- ↑ Royal Mail
- ↑ Armstrong Logistics
- ↑ Neovia
- ↑ Pinnacle International Freight
- ↑ Moran Logistics
- ↑ Stephen Sanderson
- ↑ Kinchbus
- ↑ East Midlands Trains
- ↑ Oakland International
- ↑ Kuehne and Nagel
- ↑ Maritime



WHAT YOU COULD EARN

Warehouse Operative	£17K-£27K
Transport Coordinator	£20K-£35K
Rail Engineering Technician	£18K-£38K
Train Driver	£28K-£55K
Supply Chain Manager	£24K-£48K
Warehouse Manager	£24K-£50K
Import Export Clerk	£18K-£30K
AI Engineer	£22K-£50K
Airport Baggage Handler	£18K-£28K
Large Goods Vehicle Driver	£22K-£45K

Skills and qualities

Team work, communication, attention to detail, problem solving, good organisation, leadership, driving skills



Low Carbon



The low carbon/renewables sector offers the chance to **be part of an evolving, creative, growing industry as well as playing a part in the protection of the environment!** Jobs vary and include a countryside ranger apprentice, smart energy expert, solar panel installer, recycling operative and wind turbine technician, data analyst and farm manager. The sector covers all economic activities that reduce carbon or greenhouse gas emissions; locally 8,699 people are employed in renewable energy, plus 7,952 in low carbon (building technology, alternative fuels and wider) and 4,786 in environmental (water and waste management, recycling and wider) across 2045 companies. The area universities of De Montfort, Leicester, and Loughborough all have excellent low carbon research centres, with strengths in energy, building technologies and low emission vehicles.

Useful subjects
Maths, English, ICT,
geography, physics,
chemistry, biology

What is happening?

→ The proportion of East Midlands businesses selling green goods and services has almost trebled over the past seven years, 2022 research by East Midlands Chamber shows.

→ **Creative and innovation skills** are important as businesses try to find greener solutions, for example by:

- Lowering the carbon footprint of products
- Looking to use recycled materials where possible
- Trying to replace plastics with plant-based alternatives

→ Many organisations have sustainability officers, to embed green practice like encouraging sustainable travel to work, waste and recycling management, and reducing environmental impact.

→ **Apprenticeships are growing** in areas like sustainability advice, electric vehicle technician and low carbon heating technician.

→ A Low Carbon Innovation Hub is being created at MIRA Technology Park, bringing transformational charging and testing infrastructure for electric and hydrogen vehicles. By 2030 its estimated that one in four cars on the road will be electric - car sales, ownership models, car servicing, repairs and the way we 'fill-up' will all offer jobs and roles.

→ **Skills in demand** are scientists, production engineers, power distribution engineers, civil engineers, plumbing and heating engineers, wind and solar energy technicians and electric vehicle engineers.

→ Graduates in physics, chemistry and geology are highly sought after for research into greener technologies. Practical skills, as well as design, ICT and project management are also useful.

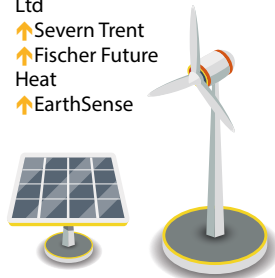
→ Other growing areas of work will be in household energy efficiency, sustainable food production, animal welfare, carbon zero construction, and maintenance of wind turbines.

→ Many low carbon firms and innovative start-ups are located on Loughborough University Science and Enterprise Park.

→ The area is home to much of the National Forest including the main office and visitor attractions, providing sustainable timber and environmental/eco-tourism.

Other local employers include:

- ↑ Smart Power Systems
- ↑ Intelligent Energy
- ↑ GenGame
- ↑ CENEX
- ↑ BSI
- ↑ Forest Rock
- ↑ DNV
- ↑ National Grid
- ↑ British Gas
- ↑ Octopus Energy
- ↑ HORIBA MIRA
- ↑ Environmental Energies Ltd
- ↑ Severn Trent
- ↑ Fischer Future Heat
- ↑ EarthSense



Increasingly, environmental and zero carbon skills will play an important role across all industries, so future jobs could be in any sector. It is worth researching a wide range of employers.

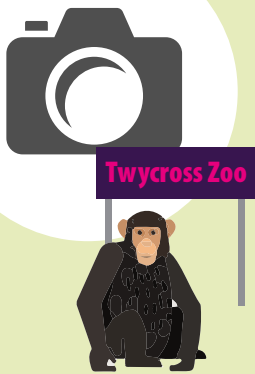
WHAT YOU COULD EARN

Ecologist	£22K-£42K
Green Building Technician	£20K-£35K
Solar Energy Technician	£20K-£35K
Sustainability Consultant	£21K-£45K
Recycling Operative	£14K-£24K
Insulation Installer	£20K-£35K
Gas/Heating Appliance Installer	£20K-£35K
Environmental Health Officer	£25K-£40K

Skills and qualities
Practical skills, design, ICT, project management, problem solving, innovation, attention to detail, creative skills, customer service skills

Explore career ideas at...

www.euskills.co.uk/careers/ | www.tcv.org.uk | www.environmentjob.co.uk
neonfutures.org.uk/resource | thisisengineering.org.uk/the-environment
www.gov.uk/apply-apprenticeship



Tourism and Hospitality

The **tourism and hospitality sector offers an exciting, flexible and varied** area to work in, with a wealth of career opportunities and paths, plus the possibility **to travel and progress quickly**. The sector includes indoor and outdoor tourism attractions, events, accommodation from glamping to hotels, restaurants, cafes, pubs, travel agents and tour operators, and festivals. If you like meeting people, and are enthusiastic and organised, it could be for you! The National Space Centre in Leicester is the UK's only space themed visitor attraction, or how about working in a zoo, theme park, exclusive restaurant or being a tour guide?

What is happening?

↑ The sector employs 48,300* across 4,405 businesses. Job vacancies across the sector have been high since lockdowns lifted.

↑ Since pandemic travel restrictions lifted many people have been keen to holiday. Some outdoor attractions, like the National Forest or Bradgate Park have been busy, and glamping, camping and self-catering accommodation sites have seen an increase in bookings.

↑ **The sector employs a higher percentage of young people** than other sectors and many have developed their careers in a wide variety of roles in catering, hotels, visitor services, event management, site management, sales and marketing. Many companies are happy to train people on the job, and develop them further through apprenticeships and management schemes.

↑ **Work can be seasonal**, and additional languages are useful.

↑ **Skill shortages** include chefs, management roles, language skills, front of house, catering support, housekeeping, tour guide, and airport ground handling staff. **Work is fast paced**, and there is also satisfaction in delivering a great service to visitors.

↑ **Social media skills** are useful as most companies have an online presence. Customer-centric skills are key, with increased customer expectations and competitive, review-driven markets. Creativity skills help to make the business offer unique.

↑ Twycross Zoo is one of the most popular paid-for attractions here, whilst Leicester Museum & Art Gallery is one of the most popular free attractions.

↑ Sustainable tourism is increasing, and bookable experiences are increasing; new local offers include brewery tours, gin schools, pork pie making experiences, kayak and camping breaks, alpaca walks with afternoon tea, hovercraft and tank driving experiences, holidays on a boutique narrowboat, and E-bike holidays in the National Forest.

↑ There are 220 hotels and guest houses in the area including the 191 bed Hotel Brooklyn next to the Leicester Tigers ground. A new hotel is planned at Everards Meadows.

↑ Hotels and attractions increasingly use virtual and augmented reality to emphasize the physical environment they are offering, as well as using immersive digital technology to enhance visitor experiences, like the Jewry Wall Museum.

*Widest definition of sector including retail, passenger transport, sports and cultural.

Local employers include area attractions such as:

- ↑ The National Space Centre
- ↑ The National Forest and Conkers
- ↑ Bosworth Battlefield
- ↑ Belvoir Castle
- ↑ Everards Meadows
- ↑ Twycross Zoo
- ↑ Great Central Railway
- ↑ The King Richard III Visitor Centre
- ↑ Twin Lakes
- ↑ Wistow Maze

Other employers include areas such as:

- ↑ East Midlands Airport
- ↑ Meridian Leisure Park
- ↑ Local museums and tourism centres
- ↑ Hotels, B&Bs, camping and glamping sites
- ↑ bars and restaurants
- ↑ Major sporting and leisure venues
- ↑ Conference centres

Casual work is often available through festivals, seasonal and sporting events



WHAT YOU COULD EARN

Hotel Receptionist	£15K-£22K
Barista	£14K-£21K
Hotel Manager	£22K-£55K
Events Manager	£21K-£35K
Chef	£17K-£32K
Tourist Guide	£18K-£30K

Explore career ideas at...

www.careerscope.uk.net | www.visitleicester.info | www.eastmidlandsairport.com
www.goleicestershire.com | www.ukhospitality.org.uk

Some other local sectors

Textiles and Fashion



↑ Leicester and Leicestershire used to 'clothe the world' with massive international export links. The area has a hub of textile manufacturers and garment makers, and includes designers, printers, knitwear manufacturers, garment makers, fashions houses, and fabric and label services. 25,200 are employed locally across 2,255 employers.

↑ **It's a fast-moving, creative sector with lots of scope to progress.** UK designers are considered some of the best in the world and British manufacturing offers heritage and quality.

↑ Some UK retailers have switched production from abroad back to the UK, for speed. The 'garment cycle' was once 4-6 months for an item of clothing to appear in shops; turnaround is now closer to 2-3 weeks! UK sourcing also helps to lower carbon usage.

↑ **Smart textiles technology** is advancing, with the increasing use of high-technology in print, knitting, design, dyeing, pattern-cutting and some pre-programmable stitching, along with a growing **market for eco-friendly garments** and **'Made in Britain'** goods are growing. Jack Masters and Pantherella are two local ethical luxury fashion brands.

↑ 'Fast fashion' makes up a significant part of the local area, (including knitwear). Designers need a **high commercial awareness** to minimise costs in design and reduce waste in production.

↑ The new Leicester-based **Fashion Technology Academy** offers courses to help local people into the industry, including a Level 3 Fashion studio apprenticeship and a Level 4 in Product Technology, and a range of Level 1 and 2 courses.

↑ De Montfort University has a contour fashion department, with acclaimed textiles courses.

↑ **Jobs In demand include:** product technologist, multi-skilled machinist, pattern cutter, CAD designer, print technologist, knitting machine technician and programmer, marketing and social media roles. There are some entry roles like trainee machinist, marketing, administration, packaging or pressing and the opportunity to gain skills and advance.

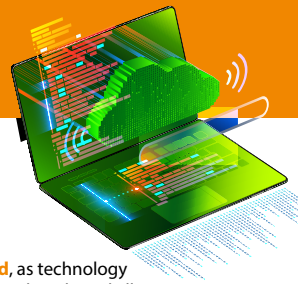
↑ Local employers include Prime Casual, Aristec, Avinci Ltd, Loungewear UK, Barcode Design, Elite Labels Ltd, Who's Who Ltd and Our Fashion. Boohoo has opened a state-of-the-art site in Thurmaston, with capacity to make tens of thousands of garments a year, and the technology for customised prints to individual shoppers' specifications.

↑ An area Apparel & Textile Manufacturers Federation (ATMF) supports the sector, promoting 'Brand Leicester' and helping to ensure ethical work and sustainability.

fcfta.com (Fashion Technology Academy)
www.ukft.org
www.ccskills.org.uk
www.drapersjobs.com



Digital



↑ **Digital skills are in demand**, as technology is revolutionising how we live and work, and all organisations use IT in some way. It's a growing, varied and future-proof sector which includes the operation of computers, networks, data communication, storage and exchange, and the trading of goods and services over networks.

↑ There is continual technological change including e-commerce, e-business, cloud computing, media streaming, conference services and cybersecurity.

↑ Many Leicestershire employers have invested in online offers alongside their face-to-face physical service: some need new software systems to can operate more efficiently, and grow their customer base.

↑ Booming digital tech crosses all industries, with growth in areas like Fintech, Healthtech, Foodtech and Climatetech.

↑ **Programmers and software development** professionals are the sixth* most advertised roles locally. Microsoft Excel also features as a skills requirement in many general vacancies.

↑ Software company The Access Group has a head office in Loughborough, and advertises a wide range of jobs; other local employers include Jadu, Anicca Digital, CloudCall and Opus Trust Communications.

↑ The Leicester Client Innovation Centre is IBM's first in the UK, with a range of opportunities for young people.

↑ As new technologies and software are developed, it's important to keep your skills up to date.

↑ **Digital entry level roles include:** apprentice IT technician, digital marketing assistant, IT assistant, helpdesk analyst apprentice, and digital content support roles.

↑ Digital marketing support, in particular for website and social media, is highly sought after in the area.

↑ Digital has the **highest average wage** compared to other sectors, digital expertise is highly sought after.

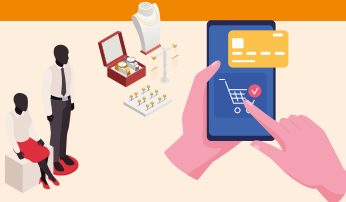
↑ Locally 17,800 are employed in the sector, which is relatively young; 37% of employees are 34 or under. The sector is approximately 70% male and 30% female.

↑ Area digital skills shortages include: IT technicians, programmers, cyber security professionals, web developers, cloud engineers, data analysts and computer support roles.

www.bubble-jobs.co.uk
www.technojobs.co.uk
www.gov.uk/apply-apprenticeship
www.youthemployment.org.uk/digital
ukcybersecuritycouncil.org.uk/careers-route-map/

Some other local sectors

Retail



↑ Retail is a fast-moving, vibrant industry as organisations try to respond to - and predict - customer demand and future trends.

↑ **Retail roles** include sales, customer care and behind-the-scenes jobs such as buying, merchandising, stock control, logistics, accountancy, store operations and data analytics. Customer service, marketing and management skills are useful.

↑ This sector welcomes young people, who can then progress through on-the-job training or apprenticeships.

↑ Employing 46,615, retail is a significant sector here with large shopping centres, like Highcross and Fosse Park, smaller boutique areas like St Martins and market towns with attractive shopping offers. There is a trend to shop more locally.

↑ **Next, Joules, Topps Tiles, Watches of Switzerland, Marks Electrical** and **Dunelm** have their headquarters here. **Sytner** in Leicestershire is a huge retailer of some of the most prestigious car brands in Britain.

↑ Many independent shops have adapted to sell online and offer personal delivery services.

↑ Supermarkets offer a wide range of roles and there are options to progress to management. Some students combine part-time supermarket work with studies.

↑ Physical stores are looking at ways to enhance in-store shopping with additional facilities like cafes, beauty treatments, music events and family fun days.

↑ **Online shopping expansion means roles** such as digital marketing, coding, website development, user experience, online security, cyber security, logistics technology and delivery are growing. Access to consumers and their data will be a big shaper of the future retail market, enabling more tailored services.

↑ **Many retailers have a Twitter feed posting vacancies.** Roles may include weekend, shift or seasonal work; shops are often open seven days a week.

↑ Growing numbers of new micro traders sell a wide range of products online or through 'pop-up' stores.

↑ Rental of goods is increasing, in areas like fashion, furniture and white goods. There's a shift towards sustainability and the repair and refurbishment of products is growing. Some consumers are also highly interested in the ethics and ethos of brands.

↑ Lockdowns have had an impact on the sector, but there is still demand for in-store spending, as customers appreciate the tangibility of assessing products, and retail parks have fared well. The High Street will continue to be creative and innovative to address ongoing changes in consumer behaviour.

www.retailchoice.com
www.highcrossleicester.com/jobs
www.fosshoppingpark.co.uk
www.leicestermarket.co.uk
www.fashionretailacademy.ac.uk



Life Sciences



↑ **The life sciences sector in Leicester and Leicestershire is booming**, with 14,200 people working at 985 firms, and huge growth over recent years.

↑ Health life sciences is the application of biology and technology to health improvement, including medical technology, genomics (DNA), diagnostics and digital health, generating products using precision medicine and medical technology (like Artificial Intelligence). Work is fulfilling - you can make a real difference through new medical discoveries.

↑ Charnwood Campus in Leicestershire is the UK's first Life Sciences Opportunity Zone - an innovation site focusing on the biopharmaceutical sector; it has over 800 scientists onsite, with the potential for 5,000 jobs in total across the zone.

↑ Loughborough College and Charnwood Campus work closely so that learners can get into careers through work placements, T Levels, apprenticeships, and other training.

↑ **Area employers** include Almac, one of the top five largest pharmaceutical companies in the UK, plus Charnwood Molecular, Kindeva, 3M Drug Delivery Systems, Inspiration Healthcare, Morningside Pharmaceutical, Spirit Healthcare, Thermo Fisher, and Myoderm.

↑ The region is well-known for clinical research focused on chronic disease treatment and prevention, sport and exercise science and rehabilitation, drug development, and medical device manufacturing

↑ DNA fingerprinting was discovered at the University of Leicester by Professor Sir Alec Jeffreys in 1984. The university is also home to the UK's Centre for Excellence in Teaching and Learning in Genetics (GENIE).

↑ **Roles include** research scientist, laboratory technician, microbiologist, medical sales lead, wildlife biologist, data manager, ecologist, and engineering roles like biomedical, process and mechanical.

↑ Those pursuing **careers in the sector** typically have degrees in biology, pharmacology, ecology, environmental science, life science or a related subject like chemistry, but it is not essential; many pathways in exist - including apprenticeships. There are also roles in research and development, drug manufacturing, and quality control; or areas like HR, accountancy, and management.

↑ The industry was high profile during the pandemic - Charnwood Campus was the site of the NHS Test and Trace Lighthouse laboratory which could process up to 50,000 samples a day.

www.charnwoodcampus.com
www.gov.uk/apply-apprenticeship
le.ac.uk/ggb/research
www.gov.uk/government/publications/life-sciences-vision

Sport



↑ Leicestershire is home to a vibrant and fast-growing sports and physical activity sector, with research-driven expertise, and globally recognised sports teams, athletes and facilities.

↑ The area has 14 major sporting venues/clubs hosting national and international events, including Leicester City Football Club, Leicester Tigers, Leicester Riders, Leicester Hockey Club plus motor racing at Donington Park and Mallory Park, and horse racing at Leicester Racecourse see: www.active-together.org/PremierLocation

↑ The sector (16,900 jobs) comprises mainly of sports clubs, sport and fitness facilities, sports manufacturing and the sale/rental of sports equipment, but there is also a growing range of online and virtual reality sports activities. The interest in health, wellness, fitness wearables or fitness apps, weight management and cycling are all likely to increase some demand within the sector and the need for digital skills is growing.

↑ **The workforce is young!** 36.4% of employees are 24 or younger and there are many 'first job' opportunities in leisure centres, sport and fitness clubs, as well as through hospitality and events at venues.

↑ The most advertised sports roles locally are fitness instructors, sports coaches, instructors, officials and leisure/sports managers.

↑ The sector is a fairly even split of 54% males and 46% females employed.

↑ Loughborough University is ranked number one in the world for sports-related subjects, with specialisms including health, engineering, rehabilitation and sports performance. SportPark, on the Loughborough University site is home to many of the country's top sports governing bodies and national sports organisations. See: www.lusep.co.uk/tenant-directory

↑ **Career opportunities** include coaching, teaching, nutritionist, leisure assistants, green keepers, social media and marketing roles, retail sales, data analytics, project management, sports development roles, physiotherapist and design and manufacturing roles.

↑ **Job competition is high;** more young people study sports courses related to available jobs. Think about which part of the sector you would like to work in, what qualifications/skills you already have, and what you need to develop for success. Volunteering in sport is a great way to get some experience and skills.

↑ The top three skills requested across locally advertised roles in sport are customer services, communication skills and enthusiasm.

www.active-together.org/careers
www.sportpark.org.uk
www.careers-in-sport.co.uk
www.gov.uk/apply-apprenticeship
www.skillsactive.com
www.cimspa.co.uk

Advertised vacancy analysis across Leicester and Leicestershire, 2022 from Lightcast.

Public Services



↑ This area employs 22,218 people and includes the civil service, local government, emergency services, tax, libraries, immigration, and the prison service.

↑ **Local authorities and district councils have a wide range of careers,** including roles in customer services, housing, transport, schools, business support and regeneration, leisure services and recycling. The work improves services for local people and can be very varied and rewarding.

↑ The army, navy and airforce also have multiple career options within them, both in frontline roles and support services, such as engineering, communications and law.

↑ Jobcentre Plus (DWP) has a range of roles to support people into work or training.

↑ The range of apprenticeships across the sector is increasing.

↑ Cyber crime is increasing and is a growing area of police work. Algorithms, data analytics and facial recognition tools can aid police work, for example by using data to identify crime patterns.

↑ In the fire and rescue service, a lot of focus is on community safety and fire prevention.

↑ Leicestershire Police, Leicester City Council, Leicestershire County Council, district and borough councils, Leicestershire Fire and Rescue Service, the army, navy and airforce, tax offices, immigration and prisons are all key employers.

↑ **Good communication skills** are essential across roles, as many involve dealing with the public but the use of chatbots is growing, to allow staff to focus their efforts on more complicated queries.

↑ **Digital skills** are key as new technology is used throughout organisations to monitor and enhance services.

www.civilservice.gov.uk/recruitment
<https://leics-fire.gov.uk/>
www.leics.police.uk
www.leicestershire.gov.uk/jobs
www.leicester.gov.uk/jobs
www.prisonandprobationjobs.gov.uk



These pages show the wide range of industries across the area, but it is not possible to show every sector or role. Use the websites across the guide to research career ideas and local opportunities further.

Be an entrepreneur!

One growing option for young people is to create their own start-up and become young entrepreneurs. You may have ideas - a gap in existing services or products, or a new App, and want to turn this into a business reality.

Starting your own business is a challenge, whatever age you are; do consider the pros and cons below:



Running your own business:

↑**Independence:** Being your own boss means you can choose what work you want to take on, and how you deliver it.

↑**Be 'self made':** All of the hard work you put in, and the success you generate, is entirely down to you.

↑**Long hours:** It can take a long time to get a business off the ground, lots of hard work with very long days, and some businesses may fail.

↑**Financial success:** There is financial risk involved in setting up your own business, but if successful this can also increase your financial potential; what you earn is yours.

Employment:

↑**Safety net:** There can be greater job security working for someone else. You sign a contract when you start a new job, which outlines the conditions of your role.

↑**Benefits:** You have access to certain benefits such as a pension scheme, paid annual leave and paid sick leave. The tax you pay is also sorted out for you.

↑**Regular income:** You normally get a consistent wage and you are given a period of notice if for whatever reason you are asked to leave the job, which helps with financial planning.

↑**Sociable:** Whether the company is big or small, you're likely to be working with others which is a great opportunity to make new friends and network.

Many young people have the skills, aspiration and determination to set up a business but sometimes lack the confidence to do it. If you have a business in mind, you can access training and mentoring support to funding and resources. A **strong business plan, tenacity, solid research, and talent** are a good start!



TOP TIP!

Want to run your own business? Get **FREE** impartial advice and help on

www.bizgateway.org.uk

DID YOU KNOW?

A new guide featuring 20 local start-up success stories was published in 2022, see: [visitleicester.info/invest/about-us/business-networks/city-of-entrepreneurs](https://www.visitleicester.info/invest/about-us/business-networks/city-of-entrepreneurs)

The Princes Trust website offers tips and mentoring support for young entrepreneurs, see: [princes-trust.org.uk](https://www.princes-trust.org.uk) also see [youthemployment.org.uk](https://www.youthemployment.org.uk)

About Enterprise Zones!

Enterprise Zones are designated areas across England that provide tax breaks and government support to businesses basing themselves within the zone. They are great places to work, with lots of exciting jobs across dynamic sectors with new and growing firms.

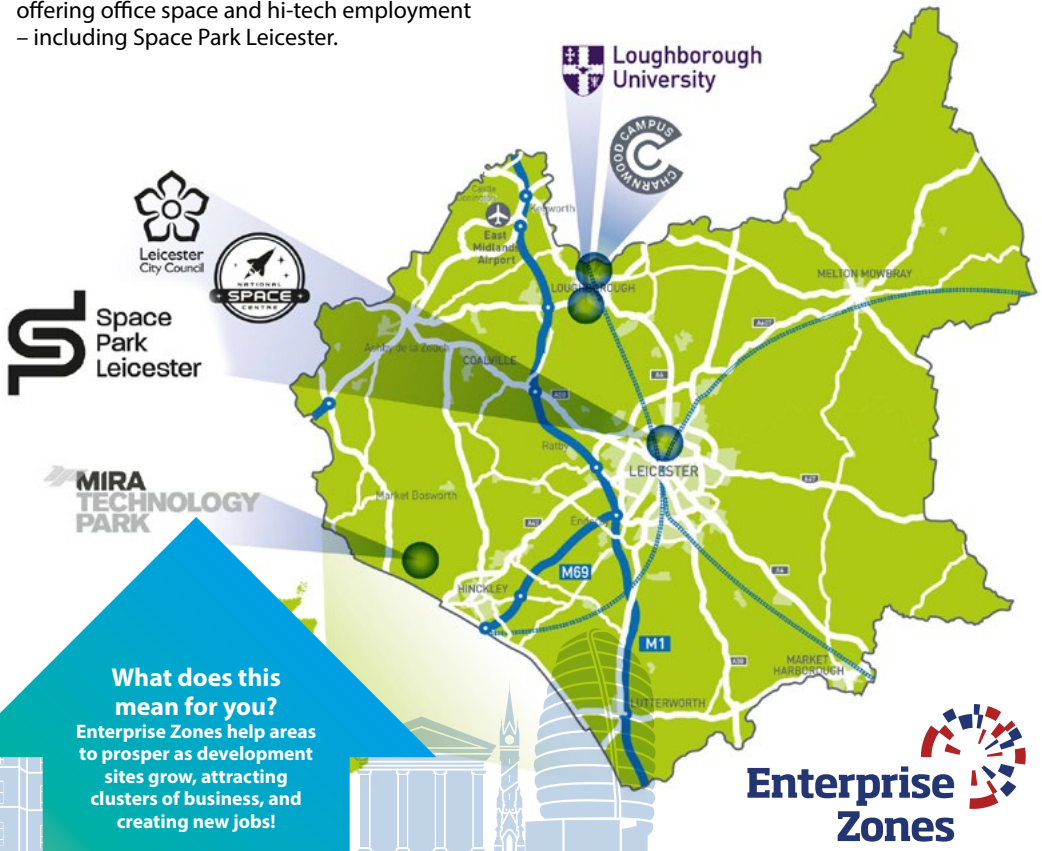
Leicestershire has two Enterprise Zones which are:

Loughborough and Leicester Science and Innovation Enterprise Zone (three sites)

- ↑ Loughborough University Science and Enterprise Park (advanced manufacturing, digital, sports science and low carbon)
- ↑ Charnwood Campus (life sciences/ biomedical)
- ↑ Leicester Waterside covers two City areas offering office space and hi-tech employment – including Space Park Leicester.

The MIRA Technology Park – (automotive research and development)

- ↑ Europe's leading automotive technology park, with fantastic £300m test facilities available
- ↑ Over 40 businesses onsite and over 500 jobs created since 2011
- ↑ Home to MIRA Technology Institute (MTI), a bespoke global centre for skills to support the automotive sector, see: miratechnologyinstitute.co.uk



Qualifications and pathways summary

Qualification	Description	Length of Time	Assessment
Apprenticeships	A real job with training and a salary	1 year minimum	Apprenticeship dependent (includes demonstrations, presentations and/or exams)
A Levels	An academic qualification, similar in style to GCSEs that prepares you for further study	2 years	Mostly exams at the end of the course
T Levels	A technical study programme, equivalent to 3 A Levels, with an industry placement that makes up 20% of the course. T Levels are designed to give you the skills that employers need	2 years	Exams, projects and practical assignments
Technical/ Vocational	Qualifications that teach you how to do tasks specifically related to the industry and role you want to be in	Course dependent	Course dependent (coursework and exams)
Applied	Qualifications that prepare you for further study by combining academic learning with practical skills to give you a broad overview of working in a sector	Course dependent	Course dependent (coursework and exams)
Traineeships	A work focused study programme that prepares you for an apprenticeship or work	6 weeks - 6 months	A formal job or exit interview with written feedback. Coursework and exams are course dependent
Entrepreneurship	Setting up our own business, as either a freelance service, a registered company, or a sole trader	N/A	N/A

Level of Study	Award UCAS Points	Entry Requirements	Work Experience	What does it lead to?
2/3 with the possibility to progress to higher and degree apprenticeships	No	Employer dependent Age 16+ Evidence of interest and ability to complete	Yes (paid job with at least 20% off the job training)	Higher level or degree Apprenticeship University/College Work
3	Yes	For individual schools and colleges to decide (commonly 5 GCSEs at grade 4 and above)	No	Apprenticeship University/College Work
3	Yes	Set by each school / college	Yes (80% classroom, 20% work)	Apprenticeship University/College Work
1+	Yes	Course dependent (coursework and exams)	Course dependent	Apprenticeship University/College Work
3	Some (course and award organisation dependent)	Set by each school / college	Course dependent	Apprenticeship University/College Work
N/A	Yes	Have little to no work experience and qualifications below Level 3	Yes	Apprenticeship Work
N/A	No	Industry dependent	Recommended before setting up your own business	Self-employment Funded support for research and development Product or service development and collaborations

Explore your options further at:

nationalcareers.service.gov.uk/explore-your-education-and-training-choices

Looking for work & apprenticeships

You can search for jobs and apprenticeships in lots of places:

Apprenticeships: Learn about apprenticeships and search for vacancies on the National Apprenticeship Service website: www.gov.uk/apply-apprenticeship

The Leicester Employment Hub: holds local apprenticeship and job fair events, see: www.leicesteremploymenthub.co.uk

Youth Hubs, careers and jobs centres: Some areas have Youth Hubs to help young people. Job Centres and the National Careers Service can also help, see contact details on the back page.

Social media and the internet: Many companies have a website with a careers section. Some companies advertise positions through media like Facebook, LinkedIn or Twitter. Or try a job search site such as Indeed or Reed.

A **recruitment agency:** will look at your skills and experience and then match you to a suitable job. Search online via www.yell.com or www.agencycentral.co.uk

Local and national newspapers and magazines: can be a good source of job vacancies, and also have online job search facilities.

Local knowledge:

Shops, cafes and other businesses sometimes advertise positions in their window showing how you can apply. There may be business or industrial parks near you that could have vacancies.

Family, friends or other contacts:

might have a vacancy going at their workplace that would suit you. Let them know you're looking!

Speculate: Many jobs are not actually advertised, so try targeting companies that you are interested in working for; send in a CV and speculative letter.*

Seasonal work: There are often new vacancies over the summer (such as events or fruit picking) and at Christmas (retail, warehouse, production lines, hospitality).



Looking for work if you have a disability



If a job advert or application form displays the disability confident symbol, you may be guaranteed an interview if you meet the basic conditions for the job.

It means the employer is committed to employing disabled people. See www.gov.uk/government/collections/disability-confident-campaign Increasing numbers of local employers are signing up to be disability confident.

If you need support before you start to apply for jobs, a Disability Employment Adviser at your local Jobcentre can help you to gain skills, and give support and advice on any funding that might be available. You may be able to access a **supported internship** or **work experience** which can help you to gain employment.

You don't have to legally tell an employer that you have a disability and an employer isn't normally allowed to ask you questions about your health or disability before they offer you a job. Candidates should discuss their condition, however, when it might pose a risk at work to themselves or others. For more advice go to www.gov.uk or www.disabilityrightsuk.org or www.evenbreak.co.uk/en

Also see: the National Careers Service - options with an Education and Health Care Plan nationalcareers.service.gov.uk/careers-advice/options-with-education-health-and-care-plan

Show your skills!

As well as qualifications, employers also look for the skills people have when they're applying for jobs. Here are some of the attributes that employers are most looking for and how to highlight them:



Build a 'tool-box' of skills over time that you can take from one job to another.

Employers like someone who...	What you can do
Has good communication skills	Speak calmly and confidently, making eye contact with the employer. Answer questions 'fully', not just 'yes' or 'no'. If you've done a presentation at school, explain how you presented it clearly and what the impact was.
Is keen and enthusiastic	When applying for a job, think carefully about how you put yourself across. Be open to different tasks and ideas in the workplace.
Has employability or transferable skills	Is there something you've done at school or in your spare time that shows how you've used a skill? This could include giving presentations, fund raising or playing a team sport.
Is adaptable	Show examples of how you've adapted to change, such as leaving school. Make it clear that you're willing to learn new skills.
Can work well in a team	Use examples of how you contributed as part of a team from school, groups you may be in (such as Air Cadets, sports teams, scouts) or your hobbies to show how you can get on with others. Explain how you listened, discussed and negotiated as part of a team to complete a task.
Is reliable	When you get a job or an apprenticeship, be on time every day. Ring into work if you're unwell (but not just a headache) to let them know you won't be coming in.
Has commercial awareness	Research how the company you are applying to works, and makes a profit, and think about how it could grow.
Has customer awareness	Dealing with the public involves a range of skills and qualities. Show that you understand the need to communicate well and can remain calm in difficult situations.
Can problem solve	Explain how you would identify a problem and how you would solve it. Try to come up with different ways of tackling it and who else you would need to involve. If you can think of something you've had to resolve that was difficult then it shows that you're not afraid of a challenge
Has resilience	Work can sometimes be challenging, and your boss wants to know how you cope with set backs. Think of a time when you bounced back from difficult times.



Can you speak another language? Many companies trade globally so it can be a real asset.

Do you have good IT skills? Virtually all companies value strong IT skills, make sure you convey your skills and expertise in this area.



Gaining work experience!

Employers really value work experience - you're more likely to get a job if you've had some experience of a working environment, whether paid or voluntary. You can learn new skills and explore information about an industry by spending time in a workplace, seeing if a type of work will suit you.

The National Citizenship Service is a great way to gain new skills, see: wearencs.com

Ways to get experience of the workplace:

↑ Get a part time job (see next page).

↑ Take up work experience opportunities offered by your school or college, some employers also offer virtual (online) work experience.

↑ Attend school or college careers events to meet lots of employers in one go; sometimes employers have open evenings so you can explore the workplace.

↑ Volunteering for a charity or project is a great way to gain experience and skills and in doing so you can gain valuable contacts. You can choose a charity that you are passionate about, for example one that helps the environment.

↑ Extra curricular activities like a theatre group, Air, Army or Sea Cadets or sports group will give you valuable team and problem solving skills.

↑ Help out at neighbourhood or community events, for example helping with the planning of a fete, or working on a stall.



Make a note of any skills you learn as part of your work experience, whether it is working to a deadline, customer service skills or resolving a problem. You can use examples as part of a formal job application process.

When can I get a part-time job?

The earliest that young people can start work is 13 years old. There is more scope for longer hours at 14 and then at 15, and restrictions on the types of work they may do. All young people of compulsory school age between the ages of 13 -16 require a work permit to work on a part-time basis and/or during school holidays.

What job can I do?

You could undertake newspaper deliveries, car washing (by hand in a residential area), domestic work in hotels (and other premises such as offices and shops), retail work, office work, hairdressing salon support, riding stables help, work in kennels and catteries (depending on the nature of the work) and cafes and restaurants (front of house only).

See more on this on www.gov.uk/child-employment/restrictions-on-child-employment.

Other work areas (e.g. kitchen porter) may be possible but the child employment licence team will need to assess what is feasible.

There may be other paid roles that you can consider, such as:

- ↑ **Babysitting** – ask relatives, neighbours or family friends if they need any help.
- ↑ **Dog walking** – ask around to see if anyone you know needs a dog walker.
- ↑ Helping others with jobs such as **gardening**.

You do not require a work permit to do odd jobs at your home or a neighbour's home, babysitting or work experience organised by your school.



Local case study:
One student got his first job at 14 by asking in his local newsagent if any paper delivery rounds were available. He was taken on immediately and after a few weeks got more hours and pay. At 15 he also helped his uncle during school holidays with the family business and now works part-time at Asda while he studies at college. It all looks good on the CV!

'Word of mouth' is a powerful tool in the jobs market; you should let family/friends/neighbours know that you are looking for work; lots of people gain employment through somebody who knows somebody else who is hiring!

There's also a growing trend for young people to sell clothing or goods online to make some money, and some youngsters are also helping out in family businesses.

Businesses intending to employ school-age children must apply for a **child employment permit** (no charge) before they can be employed. Employers should contact either Leicester City Council or Leicestershire County Council (see links below) to download the relevant child employment permit. Part of the licence application involves gaining consent from the young person's school to ensure that attendance and attainment are not impacted.

www.leicester.gov.uk/business/licences-and-permits/child-employment-licence
www.leicestershire.gov.uk/employing-children

Job applications – covering letters and CVs

Many job adverts may ask you for a CV and/or covering letter.

What is a covering letter?

This is a summary letter capturing why you are applying for a role and to highlight how your skills and experience fit that role.

A professional covering letter, with a tailored CV can really make your application stand out! Getting things right at the application stage will help your chances of success. Most recruitment is online nowadays so the covering letter and CV can be done in Word and emailed to the company.

TOP TIPS!

Adapt your job search to maximise your chances of finding employment.

- 1) Develop your online presence
- 2) Boost your skills through work experience, and free online courses
- 3) Use a range of websites to source vacancies
- 4) Be open minded to different opportunities

Covering letters

- ↑ Write or type the letter out in rough first and check for mistakes.
- ↑ Use the person's name if you know it.
- ↑ If you're replying to an advert, include the job title and reference.
- ↑ Include your full address, phone number, email address and the date.
- ↑ Highlight what skills and experience that you can bring to the job.
- ↑ Be enthusiastic about why you want to work for that particular company - employers may get several CVs, so make sure yours stands out.
- ↑ Gain knowledge of the company or service and show it off! Do some research on the role and organisation and find out about the company values or ethos.
- ↑ Check your spelling.
- ↑ Practice makes perfect! Once you have mastered one covering letter, the next one should be easier.

Employers will be impressed if you know something about them! Do some research on their company and tailor your covering letter to the job you are applying for.

Julie Jones

Address: 123 Another Street, Anytown, AA15 0XX
Tel: 01799 010101 Email: Julie.jones@email.com

I am a hardworking person who is looking for a career in events management. I have good communication skills which make me a good team player and I enjoy talking to people. I enjoy organising and problem solving as my work experience shows. I would like to be able to use my creativity in the workplace.

Achievements, skills and qualities including work experience

- I was editor of my college magazine showing that I am prepared to take on responsibility, can make decisions and work to deadlines. I enjoyed the chance to be creative.
- I helped to fundraise for the school by organising a 'bake-off' showing that I have good organisation and team-work skills. I also promoted this event to pupils, parents and staff by designing and distributing a flyer.
- As a member of the county orchestra I travelled to several European cities, meeting people and showing commitment.
- My Year 10 work experience placement was with a local magazine where I learnt about the importance of deadlines, how desktop publishing works and how to put a magazine together. I returned for a short placement after I finished school.

Education

2020-2022 East College, Anytown

Media	A level Grade B
Business Studies	A level Grade B
Photography	A level Grade B

2015-2020 Sandfield School, Anytown

English	GSCE Grade 8	Business Studies	GSCE Grade 8
Psychology	GSCE Grade 7	Maths	GSCE Grade 8
ICT	GSCE Grade 8	Biology	GSCE Grade 8
Art and Design	GSCE Grade 7	French	GSCE Grade 7
Geography	GSCE Grade 7		

Employment history

Waterside Funpark

I worked in the cafe at weekends and in the holidays. This involved taking money, serving customers and learning the importance of food hygiene. It was very busy at times and I enjoyed working under pressure.

References available on request

Writing your CV

What is a CV?

A CV (short for Curriculum Vitae) is a summary of your qualifications, skills, achievements and career to date, and is used to highlight relevant information to a prospective employer, to see if you are a good fit for a job.

TOP TIP!

Tailor your CV to the job that you are applying for! Use key words from the job advert, job description and person spec and give examples of how you meet these.

There is an increase in the use of digital CV's and video CV's, especially for creative jobs. Put a link in your contact details section to work you have produced and are showcasing on Instagram or YouTube.

sample CV layout

- ↑ Keep it brief and to the point – no more than two pages of A4.
- ↑ Use a computer, use the same font throughout and use clear headings.
- ↑ Start with your name, address, telephone number and email address. Ensure that your email address looks professional.
- ↑ Write your current position or qualification first and work backwards.
- ↑ Include any achievements or courses you've been on outside of school (for example, passing music exams, getting a driving licence, getting a first aid certificate or doing voluntary work).
- ↑ Words that you use in a CV can help convey a positive message to the reader, words such as: reliable, trustworthy, logical, and hardworking.
- ↑ Include a covering letter with your CV.
- ↑ Read through the CV before you send it off, checking for any mistakes.
- ↑ Many websites, such as the **National Careers Service** (nationalcareers.service.gov.uk) and www.barclayslifeskills.com have further examples of CVs and more hints and tips. You can also find information on writing CVs via job search websites such as Reed or CV-library, and www.prospects.ac.uk has lots of examples.

Job and apprenticeship applications



TOP TIP!

Ensure that your email address is professional. Avoid an inappropriate email address; it will create a negative impression and may result in your application being rejected.

Application forms

Some employers give you application forms to complete as part of their recruitment. Most recruitment is via online application forms nowadays.



Whether you apply online, or using pen and paper, the following tips will help!

- ↑ Read through the form first and the notes that go with it.
 - ↑ Make a rough copy of your answers first, and be careful not to use 'text speak' on your final application.
 - ↑ Make sure your answers are neat and clear and that you don't have any spelling mistakes.
 - ↑ Make sure that your skills and abilities meet those needed for the job or apprenticeship. Demonstrate under each heading how you meet the criteria, giving examples.
 - ↑ Get a friend or family member to check your application and give feedback.
- ↑ For your first referee, use your head teacher or principal if you are at school or college, and your current or last employer if you are working. For your second, use an adult who knows you well but not a relative. Don't forget to ask them first.
- ↑ Make sure you fill in every section of the form – use the space to sell yourself and what you can bring to the job or apprenticeship.
- ↑ Sometimes an employer brings the closing date forwards if they have already received enough applications, so send yours back as soon as possible.
- ↑ Take a copy of the form in case it gets lost in the post and to remind you what you wrote in case you get selected for an interview!
- ↑ Don't be discouraged if you do not get an interview at first, stay positive and keep trying.
- ↑ There's lots of help on applying for apprenticeships here:
www.apprenticeships.gov.uk/apprentices

Some employers may also use competency tests to screen candidates, which are tests that measure knowledge and skills required for a job.



The way some employers recruit is changing! Many are using social media, such as Twitter, LinkedIn, Snapchat and TikTok. Recruitment can involve a range of processes, so be prepared.

There is a lot of helpful job search and interview support online, look on

www.bbc.co.uk/bitesize or www.barclayslifeskills.com

look on YouTube for 'job interview questions'



Preparation can win you the job or apprenticeship; you can shine if you do some company research, rehearse interview questions and be enthusiastic!



Applying for a job or apprenticeship by phone

- ↑ Make sure you know the name of the person you need to speak to. If you're not sure, ask for the personnel or human resources department or main reception.
- ↑ Do some research about the company.
- ↑ Prepare the questions you want to ask beforehand and have them written down in front of you. Practice what you will say.
- ↑ Have a pen and some paper ready to write down anything you feel is important.
- ↑ Introduce yourself clearly and thank the person at the end of the phone call.
- ↑ Make sure you have enough credit on your phone!

Interviews

- ↑ Make sure you know where the interview is being held and that you can get there on time - leave some time for delays.
- ↑ Be polite, friendly and punctual and dress smartly.
- ↑ Research the company first, for example what they do and how big they are. Find out what their company values are.
- ↑ Prepare some questions that you want to ask about the job or apprenticeship.
- ↑ Research common interview questions and prepare answers. Practice with a friend or relative.
- ↑ Try to answer all the questions with more than just 'yes' or 'no'. For example, tell them about a time when you have solved a problem, or worked as part of a team.
- ↑ Make sure you have everything you need for the interview such as certificates.
- ↑ Speak clearly, smile and thank the interviewer at the end.
- ↑ Be positive-show your spark and personality!



Online interviews are increasing! Make sure you practice potential questions and answers beforehand, and check that your IT works properly.

This guide was collated by Anna Cyhan at the Leicester and Leicestershire Enterprise Partnership Ltd. An online version of this guide is available on: www.llep.org.uk

Useful websites for further help or research

Job or apprenticeship vacancies

National Apprenticeship Service
www.gov.uk/apply-apprenticeship
Find a job
www.jobhelp.campaign.gov.uk
Leicester Employment Hub
www.leicesteremploymenthub.co.uk
Leicester Mercury Jobs
www.leicestermercury.co.uk
Not Going to Uni
www.notgoingtouni.co.uk
Indeed - www.indeed.co.uk
LinkedIn- www.linkedin.com

Searching for employers or recruitment agencies

Find an agency
www.agencycentral.co.uk
Recruitment and Employment Federation
www.rec.uk.com
Yell - www.yell.com

Understanding your skills

National Careers Service
www.nationalcareers.service.gov.uk
World Skills Live
www.worldskillsuk.org
iCould (buzz quiz/videos)
www.icould.com
Start - www.startprofile.com

Jobs and careers information

National Careers Service
www.nationalcareers.service.gov.uk
Amazing Apprenticeships
www.amazingapprenticeships.com
The Student Room
www.thestudentroom.co.uk

Starting your own business

LLEP Business Gateway
www.bizgateway.org.uk

Advice on starting work and job hunting

National Careers Service
www.nationalcareers.service.gov.uk
Gov.UK - www.gov.uk
Not Going to Uni
www.notgoingtouni.co.uk
Barclays Life Skills
www.barclayslifeskills.com
Youth Employment UK -
www.youthemployment.org.uk
Careermap - www.careermap.co.uk

Your rights at work

Support in the workplace, see:
www.gov.uk/child-employment
www.citizensadvice.org.uk

Volunteering and work experience

Voluntary Action Leicestershire
volunteer.valonline.org.uk
Leicester Education Business Company
www.leics-ebc.org.uk
Prince's Trust - www.princes-trust.org.uk

Higher Education and graduates

UCAS - www.UCAS.com
Guide to university -
www.thecompleteuniversityguide.co.uk
Prospects - www.prospects.ac.uk

Aged 16 to 19 and not in education, employment or training?

Contact **Connexions*** (city service) or
Careers Advice (county service)

If you live in the county visit:
www.leicestershire.gov.uk/jobs-and-volunteering/skills-for-jobs/careers-advice-for-young-people-aged-16-19 or
call 0116 305 2071.

If you live in the city, call 0116 454 1770
for Connexions or call into 2 Wellington St,
Leicester LE1 6HL, or email:

Connexions@leicester.gov.uk, or visit:
www.leicesteremploymenthub.co.uk

Good Luck!

* up to 25 for young people with learning difficulties or disabilities