

MANCHESTER
1824

The University of Manchester



THE WORKS

developing skills & job opportunities



MAKING A
DIFFERENCE

www.theworksmanchester.co.uk



Who we are?

Led by The University of Manchester, The Works is a one-stop-shop supporting local people to find jobs, develop skills and access training.

If you are looking for work, or simply want to boost your skills to help you find a job, then the free services available at The Works are just what you need.

Our well-equipped computer suite can be used free of charge for you to job search online, tweak your CV or complete an application. There are friendly, supportive staff on hand to help you.

"The Works is a very good place to help you get ahead in life and find a job. It has great resources and excellent support"

Donald Coke

Are you looking for work, training or general advice?



With a workforce of around 11,000, The University of Manchester is one of the largest employers in the North West. The University is committed to ensuring that as many local people as possible are able to access its vacancies. Many of these vacancies are advertised exclusively at The Works.

Working in partnership with the Manchester Growth Company, which is one of the largest employment and skills training providers in the country, and a number of other large employers across Greater Manchester, the University has supported thousands of local people to acquire new skills and obtain employment.



What we offer

We work in close partnership with some of the largest employers in the city.

Full-time, part-time and term-time only positions are available in administrative and secretarial work, retail, catering, cleaning, construction and IT. We'll help you find the right job for you based on your skills and experience, and will support you through the application process. Contact us to find out what vacancies are currently available.

Aspire Recruitment, part of the Manchester Growth Company, is an award-winning, not-for-profit, ethical agency which has been matching individuals to businesses for over 10 years. The University works with Aspire to find local people for its temporary and permanent vacancies.

Aspire will work with you to ensure that your CV really stands out and that you are confident in interviews, giving you the best possible opportunity of achieving your goals and securing employment.



"I felt fantastic when I was told I'd got the job, I felt I could walk on water. It feels good to earn my own money and not rely on benefits anymore. I've got my confidence back".

George

Services include:

- In-depth telephone interview to establish what you are ideally looking for in your next job, training or placement
- Face-to-face interview to gain a greater understanding of your requirements and career aspirations
- Administration test (if applicable) to establish suitable employment opportunities
- CV writing advice helping you to secure your ideal position
- Briefings on potential vacancies before submitting your CV for a role
- Help with interview preparation and techniques
- Regular contact and support throughout the process, before and after placement

"It felt great to get the job. The course at The Works gave me the knowledge, skills and confidence I needed to grasp this opportunity. My future's looking much brighter now."

Ackeem

National Careers Service

If you're not sure what kind of job is for you, where to look or what skills you might need then you can also make an appointment to see a fully qualified Careers Advisor. They will offer plenty of advice and guidance to get you on the right track.

Training

If you need training to help you secure that new job then you've come to the right place. We can offer a wide range of free training courses, some of which are delivered by employers or through our partners. These include training in:

- CV writing
- IT skills
- Job interview skills
- CSCS (Construction Skills Certification Scheme) Training
- Work Club
- Job specific pre-recruitment training

If you need specific skills that we can't offer then we'll point you in the direction of organisations that provide what you need.

"I had almost given up on my hopes of pursuing a career in joinery as despite having qualifications my lack of experience stopped employers from taking me on. I joined the CSCS training course at The Works and the staff there managed to get me a work placement with a joinery company who have now taken me on full time, and I couldn't be happier. Having somewhere to come kept me motivated and without the staff at The Works I would have given up. I'm so glad that they helped me to get that chance."

Ezra Zubairu



If you think The Works can help we'd really like to hear from you. Drop in for a chat any time Monday-Friday between 9am and 5pm. Alternatively, give us a call so that we can start working together to help you get ahead.

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Opening times: **Monday - Friday, 9am-5pm**

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You can find out more about working for The University of Manchester by visiting **www.manchester.ac.uk/connect/jobs**