

A quick guide to

Finding Part-time Work



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Part-time or holiday work has become an integral part of university life for many students. As well as earning some money, it can also provide you with a valuable opportunity to gain experience, develop your skills, and gather evidence that you can use in your future job applications.

Whether you are looking for jobs on or off campus, or are not sure how to apply, this guide will help you to find work and make a good application.

Any questions?

www.worc.ac.uk/careers

Send us a message on
myCareer

Why work while studying?

Apart from the obvious benefit of earning money, working part-time can significantly boost your chances of finding work when you graduate.

Whilst your degree is obviously important, employers also value work experience as it helps you to demonstrate that you have gained a range of employability skills.

What's more, your part-time history can show that you are motivated and reliable, and gives you the chance to build up some contacts you may find useful in the future.

Part-time work can also give you an insight into certain jobs or sectors, and can put you in a strong position if you eventually apply for work in that area.

Skills gained from work:

- Communication
- Problem solving
- Team work
- Time management
- Numeracy and IT

Juggling work and study

Although working part-time can improve your employability and your bank balance, it can be difficult to fit everything in. Don't let it conflict with your course timetable and give careful consideration to how many hours you can spare. Part-time work is to supplement your studies and act as a stepping stone towards graduate employment.

- Keep a note of your deadlines: know what your course work and assignment submission dates are.
- Plan ahead: try to anticipate a busy time on your course or at your place of work. Think ahead as much as possible and try to move things around to create a balance.
- Notify your employer of changes as soon as you can: employers will be more sympathetic if you advise them, in good time, of any dates when you can't work. Try to suggest practical solutions and take responsibility for any changes in rota.
- Be realistic about what you can fit in. There are only 24 hours in a day – don't overpromise then under-deliver.
- Try to cut back on part-time work during your exam times. Organise some time off before your exams and don't agree to work extra shifts around that time.
- Give yourself some time to unwind and relax after work or study.

Jobs on campus

The University of Worcester is one of the city's biggest employers, and many students find work on campus. Apart from the convenience, it can be great to meet other students and feel part of the wider student community.

Facilities

The facilities department employs students each year to carry out a number of tasks around campus such as grounds maintenance, reception duties and cleaning. There are often additional jobs available over the summer to help out with conferences and events.

Wellbeing Champions

Students work to promote the wellbeing of other students through online and practical campaigns and running events such as fancyacuppa in firstpoint.

Sports centre

Students are employed to work within the University's Sports Centre, and work is also available during the holidays. You don't need to be studying on a sports programme to work in the Sports Centre.

Student Ambassadors

Students are employed as Ambassadors across the campus. Roles vary, but can include preparation for Open Days, guiding visitors and campus tours.

University Arena

A large number of students are employed as event staff at the University Arena. This can include events preparation, stewarding and customer service roles.

Residential Life Ambassadors

Working across halls of residence to help new students settle into student life.

Students' Union

A number of students are employed by the Students' Union each year, in different roles including bar and cleaning work.

Sustainability Mentor

Students work to empower staff, students, and university departments to reduce their environmental impact and help make positive changes by encouraging, rewarding and celebrating environmental and sustainability improvements.

Library Services

Working at the Hive could involve working with staff, students, and members of the public, using customer service and organisational skills to support the running of the library.

IT Services

Roles working in IT services could include supporting the service desks within the Hive and Peirson Study Centre, providing face-to-face IT support to students, staff, external guests and members of the public, as well as performing equipment maintenance checks.

Designers, Bloggers and Digital Student Ambassadors

Students are employed by the Communications and Participation team as graphic designers and to produce blogs, videos and social media content about student life.

Student Learning & Teaching Assistants

These opportunities offer students 'hands on' experience of working in collaboration with an academic on learning and teaching related projects/initiatives.

Campus Catering and Shop

The canteen, coffee shops, and SU shop are run by the University's catering partner. They regularly employ students in a variety of roles. Ask a member of staff in the canteen for more information.

Summer Camps

The university hosts a number of events on campus over the summer period. These may include language schools, conferences, and summer camps. Employment opportunities for students can include language teachers, activity leaders or conference workers.

Students as Academic Partners

Students are employed to work with a lecturer on a research project for 4-10 weeks: this can be full-time or part-time, although there is a maximum number of hours available.

How to apply

Most of the roles below are advertised as they become available on **myCareer**. Sign up for email alerts to be notified when new opportunities are added.

Most applications are made through <https://jobs.worcester.ac.uk> although some may have a different system. Please note in some roles you would be part of a student pool, and regular employment may not be guaranteed.

There is a lot of competition for these jobs, and often students do not get an interview because they have not completed the form fully enough. Follow our advice to complete a good application:

- You will be asked to write about each of the criteria on the person specification.
- Answer each section as fully as you can as this will be used to shortlist applicants.
- If possible give several examples to show how you meet each of the criteria.
- Don't miss any sections out. Even if you think you haven't had any direct experience, include something else that shows your relevant skills, e.g. from an interest, club or society.
- Check and re-check. And then ask someone else to proof read before you submit your application!
- Your personal details and the work and education sections will be saved so you can use again on future applications.
- All applications will be given a score depending on how closely you are able to evidence that you match the person specification, and only the top scorers will be asked to interview. So really take care with answering these questions.

Jobs off campus

Many students work in town and across the county in a variety of jobs. Benefits of work off campus can include more regular work, the opportunity to meet a wider group of people and feel part of the city.

Many jobs are advertised through **myCareer**, but it is always worth doing your own search and finding your own opportunities:

Ask around

Many part-time opportunities aren't advertised as they rely on word of mouth to fill them. Ask around and let your friends know you are looking for a job. If you know someone who is leaving a job you could ask them to recommend you as a replacement.

Transfer

If you have already worked for a national chain in your home town, ask if they have any transfer arrangements.

Recruitment agencies

Some sectors, particularly catering for large events or in the social care sector recruit through agencies. To search for agencies specialising in your chosen area of work go to www.agencycentral.co.uk or www.rec.uk.com

Christmas vacancies

Shops, restaurants and bars often recruit for Christmas staff from September onwards. Please note you may be expected to work right up to Christmas which could affect your plans to go home.

Sports coaching & refereeing

There are a number of jobs with local schools, clubs and community groups as a sports coach or referee. You will generally need a level 2 sports coaching qualification.

Roles to look out for:

Administrator
After school worker
Bar worker
Barista
Customer service
Events staff
Food service
Graphic designer
Healthcare assistant
Language tutor
Learning support assistant
Nursery worker
Receptionist
Sales assistant
Sports coach
Support worker
Warehouse worker

How to apply

There are many ways of applying for part-time work, some informal and some very formal. Different sectors have differing ways of recruiting. But regardless of how you apply, remember the purpose of your application is to show employers you have the skills and experience they are looking for. Complete every application to the best of your ability – a poor application is worse than no application at all!

- Follow the instructions. If it says 'complete online application form' there is no point in sending in a CV.
- Focus towards the employer's needs. Concentrate on relevant skills, e.g. customer service.
- Keep it to the point. Often a 1 page CV is sufficient for part-time work.
- The most important information such as previous relevant experience should be easy to read at a glance and in the most prominent position on your CV.
- If sending in a CV make sure you add a covering letter in the text of your email to explain why you want that job and to work at that company.
- Check your spelling and grammar. Then get someone else to check again!

For more information about CVs and applications, including examples of CVs for part-time jobs see our Quick Guide to CVs & Applications.



High street stores, supermarkets and restaurants

Many larger shops, supermarkets and restaurant chains advertise and accept applications through their website. Some may want to see your CV, but others may ask you to complete an online application where they ask about competencies such as communication skills, team work and customer service.



Other shops, bars, cafes and restaurants

Smaller retail and hospitality employers often like you to present your CV in person so they can see your communication and customer service skills. Dress smartly and act confidently, and ask to speak to the manager if at all possible. Staff for larger scale hospitality events are often recruited through agencies.



NHS, councils, and public sector providers

Jobs at hospitals, NHS trusts, and local councils will probably require an online application which asks you to demonstrate your skills and experiences against their stated person specification. See page 5 on applying for jobs at the University for information and tips that are also relevant to these jobs.



Others

Other employers, from care homes and charities, to schools and sports clubs will have their own recruitment and application methods, but are likely to include either an online application or the submission of a CV and covering letter.

Things you should know

International students

If you have a student visa and are studying on a full-time course, you are generally permitted to work up to 20 hours per week during semester, and full-time during holidays. However, you are prohibited from setting up a business or being self-employed as this would put you in breach of your visa conditions. If your visa states 'work is prohibited', you aren't allowed to work in the UK, including voluntary work. Check the vignette in your passport or your BRP. For more information, visit UKCISA www.ukcisa.org.uk

Students who have not lived in the UK will also need a National Insurance number. See 'Applying for a National Insurance number' leaflet, available in firstpoint and on our website.

A zero hours contract is an 'on call' arrangement between an employer and a worker. No particular hours of work are set, so the employer is not obliged to provide work, nor the worker to accept work. This can be attractive as the flexibility means that you can fit your work around other commitments such as volunteering. However, the downside is that you may not have the same employment rights as those who are directly employed. Zero hours contracts exist in many sectors, particularly hospitality, retail, warehousing, catering, and call centres. Some employers may expect you to become self-employed. This is relatively straight forward to set up, but means you are liable for your own insurance, tax and national insurance.

For more information, visit Enterprising Worcestershire: www.worcestershire.gov.uk/support-businesses

Zero hours contracts and self-employment

Disabled students

Finding a job can present challenges for some disabled students. Take a look at our 'Job Hunting Guide for Disabled Students' to find information on:

- organisations who can provide specialist job hunting support
- advice on making job applications & disclosing a disability
- adjustments in the workplace

Types of employment status

There are three main types of employment status, which will affect your rights at work. Sometimes it is not always clear which status you have, particularly if you are working on zero hours contracts:

- **Worker** - this is where you're employed to do the work yourself but on a more casual basis. This could include casual workers and zero hour contract workers. Workers have rights including be paid national minimum/living wage and paid holidays with some other legal protections
- **Employees** - this is where your employer is in charge of your workload and you are required to work regularly. Employees have all the employment rights that workers do, as well as extra rights and responsibilities such as parental leave, and redundancy pay after 2 years.
- **Self-employed** - this is where you are responsible for how and when you work, and invoice for your services rather than getting a wage. Your employment rights are more limited but would include protection against discrimination.

For more information see

www.acas.org.uk/checking-your-employment-rights

The national minimum wage is the minimum pay per hour that almost all workers are entitled to by law: the rate depends on a worker's age and whether they're an apprentice. Pick up a leaflet in firstpoint or see www.gov.uk/national-minimum-wage-rates

No matter how small an employer is, they still have to pay the minimum wage. Check if you are being paid the minimum wage at www.gov.uk/am-i-getting-minimum-wage You can also ring the Pay & Work Rights Helpline for advice: 0300 123 1100.

National minimum and living wage

Be careful, don't fall for scam adverts

Some 'opportunities' are devised to get money from you. The following tips might help you to spot a scam:

- If a job advert seems to be too good to be true, it probably is!
- Is the application process professional? Does anything seem unusual? If so, get a second opinion from a friend.
- Don't apply to a company that asks you to pay money upfront, for example, an application fee or for stock or training.
- Be very wary if the contact detail is a non-company email (such as Gmail) or if you are directed to a different company to the one you applied to, including if you are asked to download a third party app.
- Never share personal information online: only give information that would normally appear on your CV. Do not provide bank details, passports or similar identification when you first apply, although you may be asked for these later on.

For more information, visit www.jobsaware.co.uk

The main points

1

Think about how many hours you can work and consider what time(s) of day you're available- don't let work conflict with your course timetable. Decide what type of work you'd like to do. Are you trying to obtain or develop any particular skills to help you gain entry to a particular career?

2

Search for part-time jobs on **myCareer** and register for daily or weekly email alerts to be notified when jobs matching your criteria are posted. Keep an eye on the University of Worcester's staff vacancies page for on-campus opportunities.

3

Apply for advertised jobs or visit local businesses with a CV (see examples in our Quick Guide to CVs & Applications). Ask your friends if they know of any opportunities or if you have worked for a nationwide company elsewhere, ask if you can transfer branches. Use as many sources as you can and be persistent: swiftly follow up any leads, and be prepared to make repeated contact.

4

Give yourself time to make high quality applications: even a short form can take time to complete. Don't sell yourself short by rushing it – one good quality application is worth 10 hastily written ones.

5

Know your rights and responsibilities at work and protect yourself from scam advertisements. Be alert for any that appear too good to be true, or that ask you for your personal or financial information before you start work.

Notes

If you have a question that isn't covered by this booklet or would like to talk through your ideas with a member of the Careers & Employability team, send us a message or book a careers appointment on **myCareer**.



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Student Services

www.worc.ac.uk/careers