

Getting a job:

A guide to help you to find a job

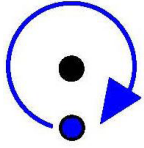


Booklet 1: Introduction

Created by Thera East's Employment Group



1. About this guide and how to use it



about

This is a guide to 'Getting a Job'. It will tell you about the different ways you can get a job.

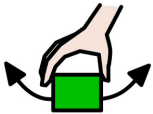
It will help and advise you. For example, what to expect at a job interview or how to write a CV (Curriculum Vitae).



booklet

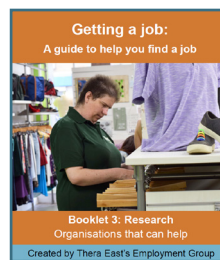
This guide is made up of 4 booklets:

- Booklet 1: Introduction
- Booklet 2: Writing a CV and attending an interview
- Booklet 3: Research - Organisations that can help
- Booklet 4: Having a job



use

These booklets follow on from each other. You can go through them one by one, or if you need just one of them, you can just use that one. You can also just dip in and out of each as you like.



2. What is in this booklet



This is Booklet 1. It will give you an introduction to finding a job and how to get started. It contains a step-by-step path to finding a job.



Most people start by looking at their own skills: what they are good at and what they want to develop. You can also think about your interests and think about new skills you want to have. You will find an activity in this booklet to help.



You will also find some stories about how other people found a job.

Look at the list of pages below to find each section.



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3. Different types of employment



employment

There are many different types of employment that you can choose from. Here are just a few:

- **Paid employment:** you are employed by a business.
- **Self employment:** setting up your own business and being your own boss
- **Voluntary work:** usually unpaid but allows you to gain experience and knowledge of what it is like to work.



example

To be able to do a job well, you need the right skills. Below are some examples of different types of jobs and the skills that are needed to do them.

Remember you can use a computer or Ipad to use the internet and search for any job you are interested in. It will tell you what sort of skills you need to do that job.



career

Job title	Skills needed
Waitress	Communication, food hygiene, time management, politeness, friendliness
Shop worker	Communication, time management, money management
Administration	Basic reading and writing skills, possibly computer skills, time management, being organised
Cook	Food hygiene, health and safety, time management, being organised
Support worker	Communication skills, caring nature, patience, good listening skills, time management
Director	Good listening skills, being organised, time management, communication skills, basic computer skills, reading and writing
Own boss	Creativity, self-motivation, being organised, approachable, pro-active, time and task management

4. Choosing your path



consider

When you are thinking about getting a job, there are a number of things you will need to consider:

- What your dreams and aspirations are and what you would like to do in your job.
- What type of employment you would like (See Section 3. for a list of different types of employment).
- Research different opportunities that are available in your area. You can do this online or visit your local Job Centre Plus (see Booklet 3 for a list of useful links and organisations).
- Being an active member of your community is important. This will open up job opportunities for you.
- Your benefits that may be affected if you get a job. An organisation called Dosh can help you with managing this. You can find their contact details in Booklet 3.



guide

On the next page you will find a guide to help you to create a pathway to paid employment, self-employment or voluntary work. **A pathway is a series of steps that you can take to reach your goal.**

4. Choosing your path



path

1

Identify your skills

What am I good at?

2

Identify your interests

What kind of job do I want?

3

Identify your support

Who can help me with finding a job?

4

Prepare your CV

Ask the person supporting you to help.

5

Research opportunities

What organisations could help me find a job or offer me a job?

6

Prepare for an interview

Role-play your interview with your support worker

My goal:

Finding a job

5. Identifying your skills



skills

Before you start looking for a job, it is important to think about what skills you have.

Skills can be your interests, hobbies and things you are good at.



practical

There are two different types of skills:

1. Practical skills, such as cooking and driving; and

2. Life skills, such as communication and team work skills.





Both types of skills are equally important if you want to find a job.



life

Practical skills	
 cooking	Cooking
 driving	Driving
 cleaning	Cleaning
 horse riding	Horse riding

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Life skills	
 communication	Communication
 team	Teamwork skills
 creative	Problem solving and creativity
 planning	Planning and organising

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“I think sometimes when we say, ‘Do you have any skills you could pass on to anyone?’, people don’t realise what skills they actually have!”



realise

You might not realise something you are good at is a skill, so it is important to think about them.

Work with other people who know you well, like your circle of support, your family or support workers, to think about what skills you have. You can start this, by doing the activity below.

You can also think of new skills you want to learn too!



others

5. Identifying your skills

Activity



what

What you will need:

- your friends, family, staff and anyone who is important to you
- large piece of paper or a big roll of wallpaper
- pens and markers



do

What to do:

1. Roll out the wallpaper or the large piece of paper on the floor.
2. Lie down on it and have someone draw around you on the paper. If you are unable to do this, have a friend, family or staff member lie down instead of you.
3. In the middle of the shape, write down the skills you have.
4. Around the outside of the shape, have your friends, family and staff write down their skills.



picture

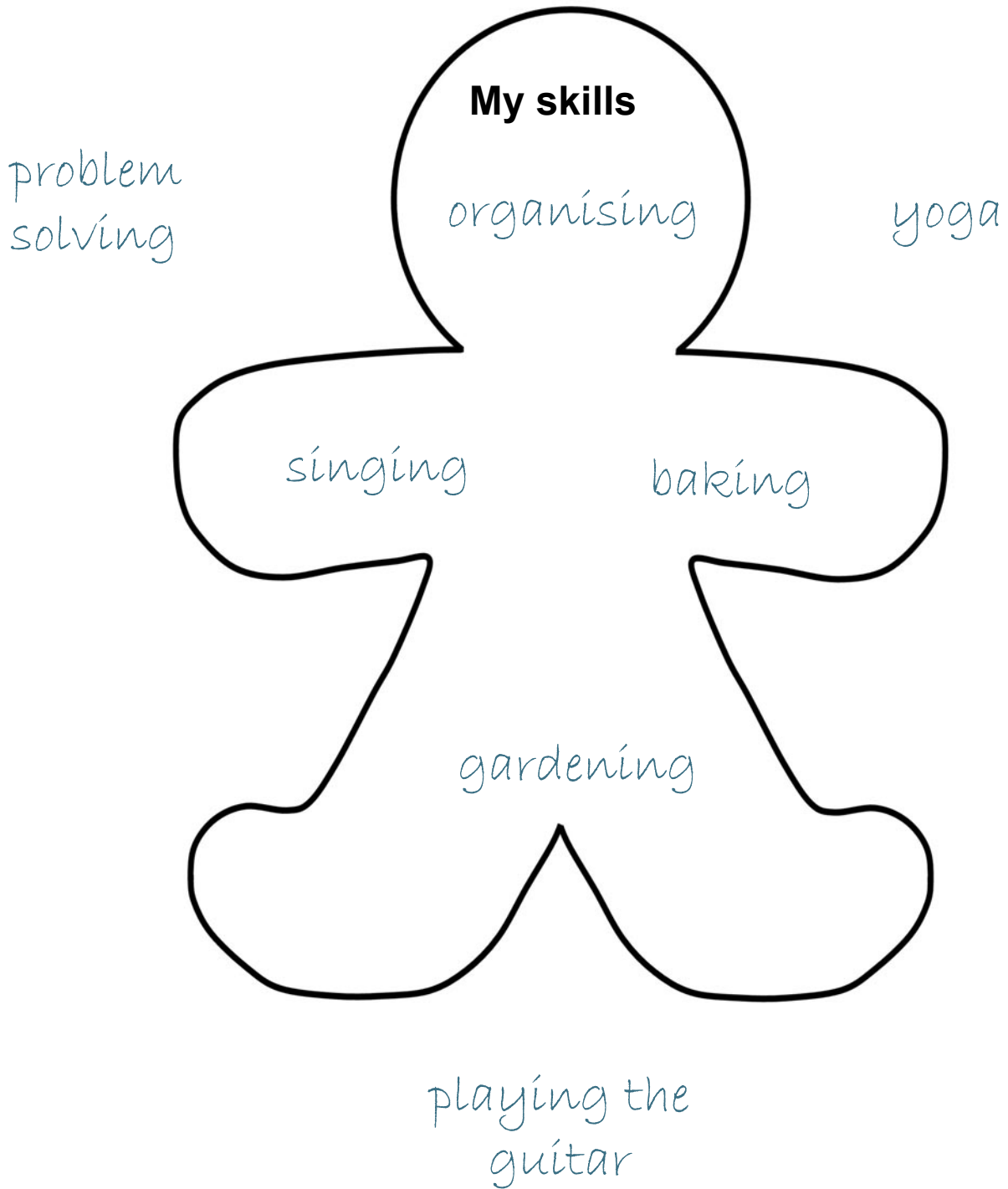
The picture on the next page shows you an example:

5. Identifying your skills



example

**The skills around me
(other people's skills)**



5. Identifying your skills



A few years ago, Thera developed a project called Skills Around the Person.

Skills Around the Person helped people think about the skills that they had and the skills people around them had. It helped people think of new skills they wanted to learn and see if there was anyone they could learn from.



skills

If you would like more information on ways you can identify your skills or about the Skills Around the Person project, contact Bridie and Graham or visit the website below.



contact

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07403316735

Graham Skidmore

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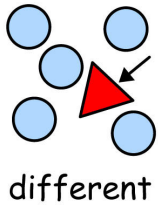


website

www.skillsforcare.org.uk/skills-around-the-person

A central infographic titled 'Skills Around The Person'. It features a central stick figure with arms raised, surrounded by a circular arrow. Eight smaller circles are arranged around the center, each containing an icon and a skill name: 'cookery' (a bowl and spoon), 'gardening' (a person digging), 'dance' (two people dancing), 'reading' (a person reading a book), 'leadership' (a group of people with one person leading), 'IT' (a computer monitor), 'team' (a group of people), and 'communicating' (two people talking). The 'skillsforcare' logo is in the bottom left and the 'Thera Trust' logo is in the bottom right.

6. Developing your skills



There are a number of different ways you can develop your skills.

- **Voluntary work** can help you build some of the skills you might need for a job. It will also give you useful experience.
- **Apprenticeship schemes**
- **Colleges for training**
- **Community mapping**



Community mapping is an exercise to help you find out what is there around you, where you can go and what you can do in your local community.



Community mapping is when you make a map of your local community. It is personal to you.



Your map will become a tool to show you what is in your local community, help you find new opportunities and find out what skills people and places can offer you. You may even find opportunities where you can offer **your** skills and get involved or get a job!



If you live near Colchester, the Colchester Community Support team can help you to create your own community map.

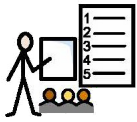


Your Community Support Leader is also a great link to support you to engage with your community for new opportunities.



The Skills Around the Person project will also be able to help you with links to create your own community map. If you would like to contact the Skills Around the Person project, get in touch with Bridie and Graham. You can find their contact

7. People's stories on how to look for employment



course

A's story:

“To get my job at the Oak Tree Café in Colchester I went along to a Food Hygiene course and I passed and when I was doing it I met people who already worked at the Oak Tree Café.



cafe

They asked me if I had already a job and I said no, but I used to work many years ago at another café which had closed down.



feel good

They said I could come along for a trial which I was happy about and was pleased to do. It made me feel good about me and what I can do when they asked me this.



opportunity

I went along for my trial and my manager said I did very well. They then offered me the opportunity to do some voluntary shifts at the café.

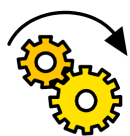


years

I serve the customers; help make the sandwiches, and cleaning and making sure the customers are happy. I have been there for 3 or 4 years now working a couple of shifts each week and I really enjoy it.”

7. People's stories on how to look for employment

Graham's story



working

"My name is Graham Skidmore and I have been working for Thera Trust for ten years and I am enjoying it very much.



I was supported by Thera East (formally Thera East Anglia).



apply

I heard about Thera through the staff who suggested that I apply for the post.

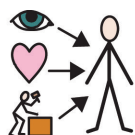
Once I applied I went up for the workshop day, where I met the other Service Quality Directors also applying for their post. I also met Rosie, my first executive assistant.



newsagent

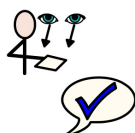
I like meeting the people we support and bringing my experience of having a learning disability.

Before I worked for the company, I worked at a newsagents in Shenfield which Link Employment helped me to get.



experience

I have done other low paid work in old people's homes, a milk delivery depot painting the office, training centres and in a garden nursery. I have worked as a volunteer in two charity shops so have lots of experience doing different jobs.



prove

Mum and dad are proud of me in my job. I have proven them wrong, when dad said that I won't stay in my job for long. There are lots of ways for people with disabilities to find work and get paid for it.



love

I love my job, it makes me happy to see I am helping people we support and I like getting paid."

8. Contact us



contact

If you have any questions about this booklet, please contact your Service Quality Director, Managing Director or New Support Advisor.



Your Service Quality Director is

Graham Skidmore

Email: graham.skidmore@thera.co.uk

bridie.stanford@thera.co.uk

Tel: 0300 303 1253

Post: Graham Skidmore c/o Bridie Stanford

Thera East, The West House, Alpha Court,

Swingbridge Road, Grantham, NG31 7XT



important

If you email Graham, please make sure that you include his Executive Assistant, Bridie Stanford, in the emails.



The Managing Director for Thera East is

Brenda McLoughlin

Email: brenda.mcloughlin@thera.co.uk

Tel: 0300 303 1253

Post: Brenda McLoughlin c/o Alison Nicholls

Thera East, The West House, Alpha Court,

Swingbridge Road, Grantham, NG31 7XT

8. Contact us



The New Support Advisor for Thera East is

Alex Burns

Email: alex.burns@thera.co.uk

Tel: 0300 303 1253

Post: Alex Burns

Thera East, The West House, Alpha Court,
Swingbridge Road, Grantham, NG31 7XT

9. My notes and ideas



notes

You can use this page to write down any useful information to help you find a job.

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notes

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QUALITY

