

# Getting a job:

## A guide to help you find a job

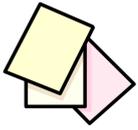


### Booklet 3: Research Organisations that can help

Created by Thera East's Employment Group



# 1. What is in this booklet



paperwork

This booklet is about where you can get help with looking for a job and get started with your research. **Research means looking for and finding information.** You may also find other opportunities and organisations in your local area.



help

There is also a section about where you can get help with self-employment if you are interested in setting up your own business.

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



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Once you have found a job that you would like apply for, see **Booklet 2: Writing a CV and attending an interview** to help you with applying.

## 2. Where to get advice

### Useful local links and organisations



job centre

A **local job centre** will have employment advisors who will help you with any questions or worries you have around employment.



group

Find **Local Action Groups** or **community groups** that get together to talk about community activities, people will help and give you advice about getting a job.



newspaper

You can also look through **local newspapers and job boards** at your local supermarket to find jobs you might like to apply for.



**Essex Cares Linked (ECL) - [www.ecl.org/](http://www.ecl.org/) or call 0333 013 5438**

ECL work in Essex and West Sussex. They offer Work Based Training opportunities, which provide time-limited work experience within a fully functioning business. These training opportunities are in catering, conferencing, hospitality, horticulture, printing and recycling and packaging.



**Frontline Partnership - [www.frontlinepartnership.org](http://www.frontlinepartnership.org) or call 0127 721 8902**

Frontline works specifically in Brentwood, Essex and the surrounding districts. Their Hours Worth programme offers supported employment opportunities while their other programmes offer skills development in the community.

## 2. Where to get advice?

The logo for Realise Futures, featuring the words "REALISE" and "FUTURES" in a stylized, stacked font with horizontal lines.

**Realise Futures - [www.realisefutures.org/](http://www.realisefutures.org/) or call 0147 324 2500**

Realise Futures operates 6 social businesses across Suffolk, covering retail, manufacturing, catering and horticulture. These businesses offer employment opportunities for people with disabilities. They also offer careers advice, help you with preparing your CV and help you to explore career options.

### National links and organisations

#### Dosh

Dosh can help you to understand your money and what might happen to your benefits when you start earning a wage.



Tel: 0300 303 1288  
Email: [info@dosh.org](mailto:info@dosh.org)  
Address: Dosh Ltd., The West House, Alpha Court, Swingbridge Road, Grantham, NG31 7XT

You can do your own research online via **Google** or go to:

**[www.gov.uk/browse/working](http://www.gov.uk/browse/working) or call 0800 121 7479**

This government website has an A to Z guide on every legal aspect of working. It also give you advice on how to find a job and can provide information about the Access to Work and Work Choice programme.

**[www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)**

The government website has a job search function called Universal Jobmatch. It can help you find a job in your area.

The GOV.UK logo, featuring a crown icon and the text "GOV.UK" in a bold, sans-serif font.

## 2. Where to get advice?



### Access to Work

If you need support to do your work, you can apply for an Access to Work grant. There are some rules around when and what you can apply for, so make sure you think of different options before you apply. You can find out more information on the government website:

<https://www.gov.uk/access-to-work>



**BASE (British Association for Supported Employment) - [www.base-uk.org/](http://www.base-uk.org/) or call 0345 268 8489**

BASE is a membership organisation. It has access to lots of other organisations who can give you specialist support to get you into supported employment. They can give you advice at all stages of job hunting, from building your confidence and getting training, to matching your skills with the right job, to on-the-job support.



**Boss Employment - [www.bossemployment.co.uk/](http://www.bossemployment.co.uk/)**

Boss is an information and advice organisation. They can give advice on how to find a job coach, how to get into supported employment and even self-employment. They also run workshops and events where you can find out more about their work.



**Remploy - [www.remploy.co.uk/](http://www.remploy.co.uk/) or call 0300 456 8110**

Remploy is an organisation that helps people with a disability into employment. They can help you find a job and give you advice on how to prepare for your first day and much, much more!

## 2. Where to get advice?



**Scope Employment Services - [www.scope.org.uk/support/services/employment](http://www.scope.org.uk/support/services/employment) or call 0808 800 3333**

Scope has an employment service that can help you find a job. They have a search section on their website where you can find their closest employment service near you. Universal Jobmatch. It can help you find a job in your area.

# 3. How to set up your own business



## Dolphins' Den

Dolphins' Den is a project run by Thera that helps people with a learning disability and/or autism to set up their own business or community project.



workshop

Dolphins' Den is made up of workshops and mentoring with a mentor from the local business community.

The workshops can help you think about your skills and ideas and what you need to set up a business or project.



mentor

During the mentoring, you can get one-to-one support from your mentor who will meet with you outside the workshops and help you develop your project.



wait

The Dolphins' Den project does not run all the time. This means that you might have to wait some time before the workshops come to your area.



booklet

If you want to start working on your project idea now, you can ask your support worker to get in touch the Dolphins' Den project. The team can send you some step-by-step booklets to help you start working on your idea and give you some tips.



contact

You can get in touch with the Dolphins' Den project team on:

Tel: 0300 303 1280

Email: [dolphinsden@thera.co.uk](mailto:dolphinsden@thera.co.uk)

Address: Dolphins' Den, Thera Trust, The West House,  
Alpha Court, Swingbridge Road, Grantham,  
NG31 7XT

## 4. 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](mailto:graham.skidmore@thera.co.uk)

[bridie.stanford@thera.co.uk](mailto: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](mailto: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

## 4. Contact us



The New Support Advisor for Thera East is

**Alex Burns**

Email: [alex.burns@thera.co.uk](mailto:alex.burns@thera.co.uk)

Tel: 0300 303 1253

Post: Alex Burns

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

## 5. My notes and ideas



notes

You can use the following pages to write down any useful information to help you find a job or any notes from your research.

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INVESTORS  
IN PEOPLE | Gold

DRIVING UP  
QUALITY

