

JOBBS

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DARLINGTON JOBS FAIR 2023

Are you looking for a new career?

Free to
Attend

Thursday 9th February 10am-2pm

Dolphin Centre, Horsemarket
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DARLINGTON
Borough Council

Your next role could be with one of the employers in this newspaper!

Boost your chances by introducing yourself at

Darlington Jobs Fair

and make the most of your visit. It could be life changing!



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We are a private training academy based in Darlington town centre and offer training courses in a number of treatments including makeup, lash lift and tint, acrylic nails and much more.

FREE courses are also available depending upon personal circumstances via the local Job Centre. For more information regarding this please contact beckyvossmua@icloud.com.

It is also possible to put a package of treatments together to kick start your career with a number of different treatments at a discounted price.

We will do our best to provide the best service for you to cater to what you would like to achieve with your training.

Training can be offered face to face within a salon environment or we also offer training online to enable you to study at your convenience. There is no timeframe to complete the online training option.

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01325 406000

Good Luck On Your Job Hunt

You don't have to look far to see that exciting things are happening here in Darlington. From the £140 million pound transformation of our railway station, the continued growth of Central Park and Government's new Darlington Economic Campus coming here, big changes are taking place.

These multimillion-pound investments are helping to create the good-quality, well-paid jobs that you will see here today.

You no longer need to leave the town you love and call home to secure a great career in the civil service, one of the town's growing businesses or in the industries of the future at places like the National Biologics Manufacturing Centre. As you'll see from the exhibitors here today, you don't need to travel to Newcastle or Leeds – you can stay

local, but go far.

And there's more help than ever to give you a leg-up into one of these roles. We're spearheading new free, flexible numeracy courses for those aged 19 and over who don't have GCSE maths grade C or equivalent.

The Multiply programme offers support – from light-touch support to GCSE level maths – to help brush up your maths skills and make sure it's not a barrier to you getting the job that you want. It can also build your confidence in using numbers in everyday life. Check out the centre pages of this paper to find out more.

Good luck on your job hunt!

Ben Houchen
Tees Valley Mayor



"Good quality, well paid jobs."

Welcome

Following the success of October's Job Fair when we welcomed hundreds of job seekers to a successful event, Darlington Borough Council is proud to host what we hope will be an even bigger and busier event than ever. I'm confident that this year's fair will not disappoint; it's full of opportunities for local job seekers to connect with local employers offering the chance to progress with a career or find a new career pathway.

Over 70 exhibitors are taking part including key employers with current vacancies in a range of sectors including hospitality, Civil Service, transport, health and social care, customer services, IT, retail, professional and business services.

You can drop in and chat to a wide range of local employers who have vacancies and opportunities. We are also celebrating National Apprenticeship Week and have a variety of training providers offering help and advice on training and apprenticeships.

New this year we are pleased to be partnering with Google Digital Garage who will be supporting with a series of 'skill-shops' for job seekers and also the Darlington Economic Campus who will be offering a session on how you can apply to work in the heart of Government.

The Fair will be in an informal setting and aims to connect key employers with talented people seeking new work, new skills or a completely new direction in their work journey.

This free event is open to all, and support organisations will also be on hand to offer advice and guidance on applying and interviewing for jobs or starting up a business.

Councillor Jamie Bartch

Cabinet Member for Economy, Darlington Borough Council



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Or for an informal chat – ring us on **01325 373718**



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For more information contact: business@darlington.ac.uk

IT'S ALL GOOD

Darlington College were rated a Good Provider by Ofsted in November 2022

Overall Effectiveness **GOOD**

Education for Young People **GOOD** Adult Education **GOOD** Apprenticeships **GOOD**

Quality of Education **GOOD** Behaviour and Attitudes **GOOD**

Personal Development **GOOD** Leadership and Management **GOOD**

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Be Interview Ready - First Appearances Matter

First appearances really do matter, it's a natural instinct hardwired into the human psyche and can trigger our fight or flight response – neither of which will be useful if you are looking for a job. Key to success remains appearance and body language, whether you are meeting a potential employer in person or virtually.

The COVID pandemic saw standards slip but while homeworking is now firmly established into professional routines employers are still looking for prospective employees to make an effort. Going too casual will make them cringe and looking dishevelled will do you a disservice. Employers live in their own particular bubble – it's their world to which you are seeking to gain entry. That means the onus is on you to make an effort.

New employees must look to fit in so researching the company is essential. Take a look at the website and social media pages and study its 'look'. See what existing management and staff are wearing – it could be uniforms, overalls, safety equipment or smarter work clothes.

Whatever you see sets the minimum standard so if you can improve on this then do because it will be noticed.

If the boss is wearing a suit but open-neck collar, then wear a tie, or if she is wearing a blouse, then put a jacket over yours.

Clean and tidy appearances count for a lot so men need to be clean shaven or have tended beards, hair needs to be washed and styled and if make up is worn, then it should be applied sparingly.

If it is a web-call interview then care should be taken with your background – make it neutral, clean and tidy. Also dress completely, not just the top half. Imagine the embarrassment if you have to stand up for any reason and you still have your pyjamas and slippers on. Making the effort to look smart also helps you perform better psychologically – it's called power dressing. It sets the day apart from the norm and helps you raise your game.

Technology does sap the life out of personality so be aware that you might have to be overly dynamic just to appear normal and not dull. Concentrate. It's all too easy with a Teams or Zoom call to lose focus, look bored, drift off and be distracted, so keep one eye on the interviewer on the screen and another on yourself to make sure you are shining.

In person interviews are easier (despite your nerves) as human interaction is more natural, the interview is less rushed and there is greater chance of good 'chemistry' in the room. If you are given the choice always go for an in-person interview as you can get a better feel for the job and the company.

Over-come your nerves. If you have reached the interview stage then half the job is done as they are interested in you and will want you to succeed. Take your time, accept any offer of a drink as it allows you to fill in any awkward moments.

Your body language could be under scrutiny even before your interview starts so think about how you interact with the receptionist and how you sit in the lobby. Don't appear jittery, slouched or nervous. Take some deep breaths and sit in a comfortable, upright position to convey calmness



“Five to 15 seconds, that's the amount of time it takes for most people to gain a first impression.”

and confidence.

Smile and be friendly. Walk tall and accept any handshakes warmly and firmly, look people in the eye and be interested. Nod in acknowledgment when you are asked a question. If there are multiple interviewers then look the person in the eye who asks the question but then also look at

the other panel members to include them in the process.

Body language is a dark art – it is a type of communication in which physical behaviours, as opposed to words, are used to express or convey information, often without you even realising – so be aware.

Practise, either in the mirror or video yourself, taking note of any habits, including repeating certain words or phrases, excessively touching your nose or playing with your hair, looking fierce with concentration rather than friendly, over-compensating for your nerves by being aggressive. Don't roll your eyes if you are not suited, don't yawn or look bored, sit up straight and don't slouch. Don't fiddle, ring your hands or crack your knuckles. Try to look attentive but also look relaxed and confident.

When you look back at yourself, what do you see? That's how you will appear to the employer.

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Steve Cook
Operations
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**TEES
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Multiply

Not a 'Numbers Person'? Free, Flexible Courses Could Help

If you're aged 19 or over and do not have GCSE maths grade C – or equivalent – Multiply is available to you.

Multiply offers easy access to free numeracy courses to help build your confidence with numbers or gain a qualification.

Not a "numbers person"? You're not alone. Three in 10 (31%) UK adults don't think numbers are for them.

Improving your maths skills could help unlock job opportunities and lead to higher wages, prepare you for further study, or simply help with everyday tasks at home – from paying bills and budgeting, to helping the kids with their homework, or even in the kitchen.

One person that has seen her life changed by Multiply is Emma, aged 23. She admits that she enjoyed maths at school, but never really "got it". Until she engaged with Multiply she struggled a lot with bills and mental arithmetic while out shopping.

Securing a course with Multiply has not only helped improve her numeracy skills, letting her do things she would never usually even attempt to try, but it has seen her take another step on her career path.

The course gave Emma the skills she needed to progress but, more than that, learning in a classroom setting once again boosted her confidence and led her to apply for an Access to Social Care course. Without Multiply, she admits she "really would have struggled" but thanks to the scheme is now on track for a job in the sector.

There are courses to suit everybody, taking into account all ability levels. There are courses for beginners and those who want

Without Multiply, she admits she "really would have struggled" but thanks to the scheme is now on track for a job in the sector

to build on the foundations of their maths knowledge, to more advanced courses such as GCSE Maths, Level 2 Functional Skills Qualification, or equivalent.

Ruth, a 40-year-old mum-of-three and businesswoman, found Multiply valuable in a number of ways.

In work, it has meant she can do her own accounting and taxes for her businesses at the end of each month. It's helped in her home life too, and while outside of work she's used what she's learned to bond with her children over their homework. She would encourage anyone to take the plunge and start learning.

It's never too late to start learning, with Susan from Guisborough signing up to Multiply aged 67. Like Ruth, she wanted to brush up on her maths skills so she could help her grandchildren with their schoolwork too.

Although it was a daunting experience to step back into school for the first time since 1969 she was surprised at the various age



groups learning alongside her – and everyone was so friendly.

Earning her first ever formal qualification, Susan is rightly proud of her achievements and is already seeing the value in having numeracy skills, and is looking forward to helping her grandkids out.

There are lots of free, easy to access courses available online and in person, including part-time and evening, so you can learn at a pace that suits you.

The Multiply programme is being funded by the Department for Education and delivered by a range of organisations – including local colleges, training providers and Local Authorities in partnership with local Voluntary and Community Sector Organisations – on behalf of the Tees Valley Mayor and Combined Authority.

For more information, visit:
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Top Tip 2

If English is not your first language then visit the Job Seekers Translation and Support Hub on the 1st floor.



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Apprenticeships - A Great Career Opportunity

An apprenticeship offers the chance to blend academic learning with on-the-job training and instead of acquiring university debt students are actually paid for their efforts. These training programmes are specifically tailored to ensure apprentices develop the skills employers demand, so apprentices not only have better long-term salary prospects but they also have excellent opportunities to progress, whether they are looking to study further or climb the ranks at the workplace. Now fully accepted by employers as a valid alternative to university, though there are also degree apprenticeships as well, schemes offer more than 1,500 different job roles, from nuclear to fashion.

Those who sign up for an apprenticeship can earn while they learn with some of the UK's biggest and brightest companies.

Good reasons to consider signing up for an apprenticeship include:

- It gives you instant access to a great company and the opportunity to impress
- It offers the chance to gain real-world, hands-on experience, while earning a salary and the opportunity to gain qualifications while you work even up to degree level
- You will be learning from real industry experts
- The skills you learn will be the ones the employers need
- Your long-term salary prospects will be much improved, as will progression opportunities, whether this is around further study or being promoted
- Apprenticeships allow you to learn at your pace with the support of a mentor who knows your strengths and weaknesses
- Now highly developed, the programme comes with a network of support to help you before and during your apprenticeship
- Advisors provide a wealth of information about learning and work, as well as offering practical advice and guidance
- Once your apprenticeship begins, employers will support you as they will be as keen as you are to succeed
- Your training provider will also be there to help and, if you attend college or university, there will be access to additional help and support
- Apprenticeships are proper jobs, so all apprentices earn a salary. Apprentices work for at least 30 hours per week and can take between one and five years to complete, depending upon the level and the industry sector
- Most of the training tends to be delivered in the workplace, which means you can use your new skills immediately to help you in your job. The rest of the training is given by a training organisation, either at the workplace, off-site, such as a college, or via e-learning.



“After years of school, for many learners the classroom isn’t always the answer when continuing in education.”

Apprenticeships offer a real opportunity to get ahead by boosting experience and transferable skills for which industry is crying out. Latest statistics show that one in five companies in England have a former apprentice at board level.

A new qualification is also available for anyone wanting to blend their learning.

Understanding T Levels

The T Level is a nationally-recognised qualification for 16 to 19-year-olds that takes two years to complete. Its strength lies in the fact that leading businesses and employers helped design the qualification so students will develop the exact knowledge and skills they need in the workplace.

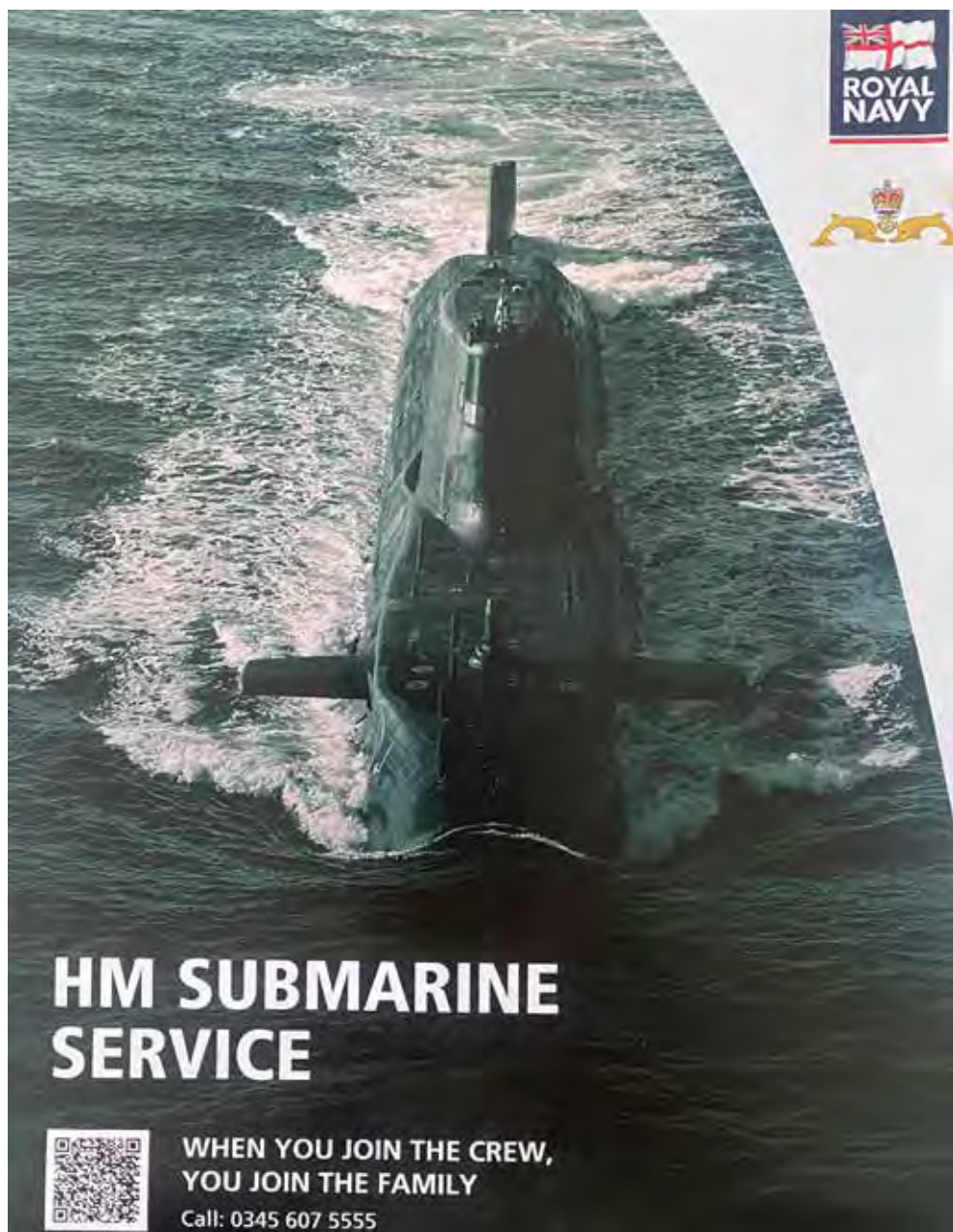
A T Level is worth the same UCAS points

as three A levels so they can be used to apply to university or another type of higher education. You can also use a T Level to secure a related higher level apprenticeship or to get a job.

Students will spend 80 per cent of their time in the classroom and 20 per cent on a minimum nine-week placement with an employer allowing them to gain a true insight of what the particular career is like.

So far T Levels cover 20 areas including management and administration, building services engineering for construction, design, surveying and planning for construction, onsite construction, digital business services, digital production, design and development, digital support services, engineering and manufacturing, design and development for engineering and manufacturing, maintenance, installation and repair for engineering and manufacturing, engineering, manufacturing, processing and control, education and childcare, health and science, healthcare science, legal, finance and accounting.

From September 2023 onwards T Levels will be offered in agriculture, land management and production, catering, craft and design, hairdressing, barbering and beauty therapy, media, broadcast and production, legal services and, from September 2024, animal care and management.




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Improve Your Interview Skills

In the workplace time is money, or at least the loss of it, so employers are likely to be very busy people and always running against the clock. If you are privileged enough to be invited to meet them then it is essential to get your messages over as quickly as possible.

This is where an 'elevator pitch' is a useful tool. So what is it?

An elevator pitch is a brief – between 30 and 60 seconds – way of introducing yourself, getting across a key point or two and making a vital connection with the person you are striving to impress. Imagine riding in an 'elevator' with someone and that's all the time you have.

A typical elevator pitch includes the following:

- who you are
- what you do, highlighting your unique selling points
- address what the business is looking for and how and why you are the person to fulfil the brief.

It is important to get the balance right so be positive and persuasive with your limited time without being boastful.

If you are wondering how you sound, deliver your speech to a friend or record it so that you can be sure that your message is clear.

After introducing yourself, outline your interest and explain why you are the person for the job, highlighting any ideas and potential solutions to issues, using any examples of previous successes you have enjoyed. Tell them what makes you

"Time is a precious commodity and most people don't have enough."

unique and suggest a convincing call-to-action or outline your career goals.

Leave your elevator pitch for a while then go back with fresh eyes later to edit what you've written. Add a good conversation-starter at the beginning if you can and practise your pitch. The response to avoid from your audience is 'so what', so make your pitch compelling and intriguing.

If you feel the pitch is failing then prompt your audience into asking questions in order to keep the conversation going.

Some employers might use the STAR interview method which stands for Situation, Task, Action, and Result. This means they want to know how you react under pressure to a variety of situations and how you have actually dealt with scenarios in the past.

Situation – is the event, project, or challenge you faced

Task – covers the responsibilities and assignments tackled



Action – is the procedure taken to relieve or rectify the situation

Result – the final outcome.

Behavioural questions used in STAR may start 'tell me about the time you...'

By breaking it down this way, the STAR method allows you to discuss your reasoning, show that you can work systematically and logically, examine any possible weaknesses and work in a way that ensures a successful outcome.

Even if you have no work experience, behavioural questions and answers can be associated with other situations, such as college or university projects or volunteering.

The process is an excellent way for you to examine what you have achieved so far and the skills you have developed, many of which you might be taking for granted.

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Contact us
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citizens advice Darlington, Redcar & Cleveland

European Union European Social Fund

The Tees Valley Pathways Programme will support 8,698 young people aged 15 to 29 across the Tees Valley who are unemployed or inactive with the aim of progressing them into Education, Employment, Training or Self-Employment. The programme is delivered by a consortium of organisations from the Public, Private and Voluntary Sector. The overall contract value is £25.38m with £9.52m from European Social Fund, £9.52m from Youth Employment Initiative and £6.34m of Match Funding. It is part-funded by the European Social Fund and supported under the Youth Employment Initiative.

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Apprenticeships last between 12-33 months depending on which vocational area you are studying. You'll receive support for your maths and English too (if applicable).

You can find apprenticeship vacancies via the 'Find an Apprenticeship' website, Learning & Skills website, Tees Valley Jobs and Indeed.com. However, applications for vacancies can only be submitted through the [find an apprenticeship](#) website.



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Making a Lasting Impression

If the interview starts before you walk in the office then it continues right up until you have left the building. Too often the interviewee can relax thinking the interview is over only to say something untoward that undoes all the good work, so keep up the professional front until you are out the building and on your way home.

If you started well and got into full swing in the middle of the interview, then there's only the close to consider, remembering that the last impression is just as important as the first. When the interviewers have fulfilled their brief they are likely to ask you whether you have any questions – and the answer to that is always yes.

Having questions is as important as being prepared with all the answers. Employers are looking for inquisitive minds and the ability to question as it shows a high level of interest. Care must be taken not to ask obvious questions the answers of which could be easily found on the company website.

Referring to the website is good as it shows you have done your research and from these inquiries your questions can elicit more details.

Try not to ask questions which can be answered simply yes or no. Try to imagine turning up for your first day on the job and what you would need to know.

Some examples of useful questions are:

- What's the next step in the hiring process?
- How long does this process take?
- What will be my primary responsibilities?
- What would my day-to-day routine be like?
- Can you give me any more detail about the position?
- What would I be expected to accomplish in my first month/year on the job?
- Does the role vary during the year – what is the busiest period?
- What are the standard hours and is there any flexibility or the opportunity to work remotely?
- Is overtime an option?
- Who will I be working with and for?
- When would I start?
- Do you expect the responsibilities to change in the near future?
- What are the prospects for promotion.

Finally, when you are happy that you have asked all your questions, it is important to thank the interviewer, by name, for the opportunity to be interviewed.

Stress your interest in the position and the company and reinforce that you feel you could do the job well.

Also, ask about the best way for you to follow up the interview and write down any instructions they give you. Restate your thanks and leave confident that the interview has been a job well done.

“Employers are looking for inquisitive minds and the ability to ask questions.”



Try to imagine turning up for your first day on the job and what you would need to know.



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