

EMPLOYABILITY GUIDE



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Introduction

Throughout your time at University and through extra-curricular activities within the Students' Union, you will have gained a vast range of skills. These employability skills will be great for your CV and provide you with good examples to use in job interviews. When applying for a job you love the sound of, it can be easy to panic and think you might have less skills than other applicants. However, you will have gained so many without possibly even realising. This guide is here to help take all those skills that you have gained and write them up in a way that employers will love!

Disclaimer – this is an advice guide. Not all employers are the same and can vary from profession to profession.



Top Tips for your CV

■ Tailor your CV

It is so easy to write a really good CV and then use it to apply for lots of jobs you like, but employers will notice this and it could be the difference between you and another candidate. Try and tailor your CV to the job you are applying for and, if you are using examples, you can adapt them to the skills required for the job.

■ G.P.S (Grammar, Punctuation and Spelling)

Check your CV for any grammar, punctuation, and spelling mistakes, then ask someone to check your CV if you can....oh then check again!

■ Do not end your career before it has had a chance to begin

Through your schooling, university, part time jobs, extra-curricular activities, etc you will have gained many skills and experiences that employers would love to have in their applicants, so avoid the temptation to change that 4 weeks experience to 8 or that B in biology A level to an A. It may seem like a low level lie and a risk worth taking for the right job, however, there can be serious repercussions. Some employers will be members of a fraud prevention service called CIFAS and any fraud detected could go on their system. Any other employer that has this database could see that you have been fraudulent. Committing fraud could also lead to prosecution and, even if you get the job and no one finds out, the lie will hang over you and take the shine off the success.

■ Clear and concise

Creating a glamorous and long CV can seem like the right thing to do, however, a smart, well organised and concise CV will often be better received by employers. It is not necessary to list every single skill you have acquired since primary school, even though the urge to do so is completely understandable. Employers can receive a huge number of CV's so keep it clear and concise. Do not worry about using all the biggest words, simple language that gets the point across is just as effective. Try to stick to the skills that will be relevant to the job description and person specification

■ Sell yourself

Following on from the tip **above** it is important that you sell yourself in job applications, cover letters and interviews. It can feel uncomfortable and that is quite a common feeling to have. Other candidates will be selling themselves to the best of their abilities, so do not under sell yourself. You have worked hard and deserve a chance at the job as much as other candidates.



Wellbeing around job seeking

Looking for jobs, applying, interviews, etc can be extremely exciting and a positive experience for many people. However, applying for jobs can be extremely stressful and anxiety inducing. Not getting jobs you think you **would** be perfect for, you or that you have worked so hard to write the perfect application for, can be really disappointing and can take a toll on your mental health and wellbeing. It is really important to look after yourself through the process and remember that if you do not get the job, it doesn't mean you are not good enough, the role just might not be quite right for you, someone else might just have that little bit extra experience, or might just have one extra thing that put them ahead. We have put some tips below to try and advise on how to look after your mental wellbeing.

1. Set yourself boundaries and try to stick to them

When you are looking for a job you can often feel like you need to spend every spare minute you have writing applications and practicing for interviews. Yes, this is important to do, but it is also important that you have down time or you could burn yourself out. Your wellbeing is a priority. If you are extremely tired and burnt out you are not going to sell yourself to the best of your abilities. Try setting a cut off in the evening or week where you wont look at any applications for a bit and **take the time to do something for you.**

2. Quality over Quantity

When under a lot of pressure to find a job, it can feel like the best option is to apply for a large number of jobs and hope that one gets back to you. This would probably get you some interviews but might be something you actually aren't sold on, or a job that doesn't tick all your boxes. Sometimes, **focusing** your energy on less jobs, but putting more time and energy into tailored and specific CV's, applications, and personal statements can be more beneficial and mean you are applying for roles more suited to you.

3. Listen to your feelings

It can be really disheartening if the job application process isn't going as well as you'd like and it can really knock your confidence. It is important to recognise that your feelings are completely valid and okay. Focus your energy in the ways that work for you, whether that's taking a break from the job hunt, or redoubling your efforts.



4. Try to focus on the positives:

If you have received a rejection for a job, it may be a good idea to make a list of what you think did go well:

- Did you do some extra research into the organisation before you applied? And has that now informed other areas of interest you may want to pursue?
- Did you make sure your application was well structured and easy to follow? Have you learnt some additional written skills as a result? Are you proud of the structure you produced?
- Did you tailor your CV so that it showcased examples from your degree, work experience or part time jobs, volunteering or extracurricular activities that matched the competencies that were listed in the job advert? As a result, are you proud of your list of achievements? Is it a positive feeling to look back over your past experiences?

5. Don't be so hard on yourself

It can be so easy to beat yourself up and blame yourself if you don't get a job. Sometimes it isn't you at all. Employers look for more than just skills and experience, they need someone who will fit into their work environment and matches their values. Sometimes it just isn't the right fit. Focus on the positives of the experience, and what you did well, and ask for feedback if you can to help with the next round of applications.

6. Ask for help

If it is your first time applying for jobs sometimes it can be really difficult to know what's best or even where to start. You will have people around you who will have a wealth of knowledge and will be more than happy to help. If you haven't got anyone you feel you can ask you can always book an appointment with the University's career and employability service (link can be found on page 30).

7. Seek support if you need

Listed on page 30 are some links to helpful pages from the University of Worcester website. There are also links to mental health charities that can also be found on the University's webpages. If you need some support please do reach out to someone whether it be a friend or family member you trust, your Personal Academic Careers Tutor, Firstpoint or use a charity that have people you can talk to. It can be extremely overwhelming and lonely so reaching out to someone else can make it that little bit easier or manageable.

Do you need financial help while you job search?

Speak to your college or university to see if they have any hardship funding available, ask your parents or other family members if they'd be willing to help you out, or check if you're eligible for Jobseeker's Allowance or other benefits. Try not to get into debt if you can help it, but in a pinch you can ask your bank for an emergency overdraft or credit card.

Sports Clubs and Societies

Being a committee member for a sports club or society is a great way to enhance your CV. You do so many things throughout the year that would make you suitable for many job roles.

Chair

The Chair is the leader and main spokesperson for the club/society, taking responsibility for managing the committee and the affairs of the club/society. The Chair ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed and effective decisions taken, communicated and enacted.

You are ultimately responsible to the members of your club/society. You'll also have **key relationships** with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.

Example: How can you use this role in an interview

Skill + **example**

As the chair of the [insert club or society name] I was responsible for managing a committee of students and the affairs of the club/society and ensured the club/society functioned properly. This demonstrated both my **leadership and communication skills** as **I ensured that any club/soc matters were discussed and that as a committee, effective decisions were taken, communicated and enacted.**

When applying for jobs and in the interview employers favour candidates who highlight their skills but also provide examples of when they have used them or demonstrated those skills in context. The table below shows the duties and responsibilities of the chair role and skills related. In both job applications and interviews you can provide examples of when you did said duty or responsibility and link it to the skills showing the employers why you are a great candidate for the role.

| Duties & Responsibilities: | Skills gained and or qualities demonstrated |
|---|--|
| Be the first point of contact for the club/society | Reliable, responsible |
| Take responsibility for leading the club/society and for building and maintaining the club/society's reputation. To be clear, you will be held responsible for the behaviour and actions of your members. | Reliable, responsible, leadership |
| Represent the club/society in relations with the University, the Students' Union and external organisations and businesses. | Professionalism, verbal and or written communication skills |
| Communicate regularly with the VPSA and relevant Students' Union members of staff. | Communication skills – could be through verbal or written communication, leadership |

Attend meetings with the Students' Union and/or the University, including committee training, one-to-one meetings, TeamWorc committee meetings and group meetings with other clubs and societies. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.

Reliable, responsible, Communication skills, organisation skills, self-management

Take responsibility for managing the committee and the affairs of the society/club, including planning and running meetings according to the constitution

Leadership, reliability, self-management, administration, time management, initiative

Oversee and guide all decisions taken by the committee and communicate these to all members

Responsibility, communication, teamwork

Coordinate the committee, ensuring that members undertake their role in an efficient and effective manner

Responsibility, communication, teamwork, sometimes involves conflict resolution

In conjunction with the secretary, prepare and present an annual report

Liaise with the secretary on the agenda for meetings and approve minutes before they are circulated

Liaise with the vice chair of finance and admin to ensure that funds are collected and spent properly, in the best interests of the club/society

Plan for recruitment and renewal of the committee

Administration, written communication skills, IT Skills

Administration skills, financial skills for example enquiring with companies and getting quotes

Organisation skills, creativity and innovation

Vice Chair Finance and admin

The Vice Chair Finance and Admin of the club/society is the key information and reference point for the Chair, committee members and members. They will ensure the smooth running of club/society's admin including meeting minutes and agendas. They also have ultimate responsibility for ensuring that the club/society's financial matters run smoothly.

You are ultimately **responsible to** the members of your club/society. You'll also have **key relationships** with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.

Example: How can you use this role in an interview

Skill + **example**

The vice chair finance and admin of the [insert name of club or society] is the key information and reference point of the chair, committee members and members. Through this role I developed my organisational and administrative skills as well as my written communication skills. I did this through ensuring the smooth running of club/society's admin including meeting minutes and agendas as well as the ultimate responsibility for ensuring that the club/society's financial matters run smoothly.

When applying for jobs, and in the interview, employers favour candidates who highlight their skills but also provide examples of when they have used them or demonstrated those skills in context. The table below shows the duties and responsibilities of the Vice Chair Finance and admin role and skills related. In both job applications and interviews you can provide examples of when you did said duty or responsibility and link it to the skills showing the employers why you are a great candidate for the role.

| Duties & Responsibilities: | Skills gained and or qualities demonstrated |
|---|--|
| Liaise with the chair to plan meetings, compile agendas and circulate agendas, reports and minutes to committee members and present reports on income and expenditure | Reliable, organisation skills, both written and verbal communication skills |
| Attend TeamWorc Council meetings | Reliable, responsible, |

Regularly check membership lists and ensure members have paid their memberships

Administrative skills, organised,

Keep up-to-date details of key external contacts, such as coaches, speakers, University staff, members, and share them with Vice Chair Inclusivity and Promotions

Reliable, responsible, communication skills, organisation skills, self-management, teamwork

Ensure that accurate records of the club/society's activities are kept, including records of financial transactions, meetings, events, fixtures

Reliable, responsible, possibly good IT skills, financial skills for example enquiring with companies and getting quotes

Take responsibility for ensuring that the club/society's equipment, materials and kit is safely and securely stored and is maintained in an appropriate manner

Reliable, responsible, organisation

Take responsibility for the finances of the club/society, with support from the Students' Union's Finance Team

Responsibility, communication,

Liaise with Vice Chair Inclusivity and Promotions on identifying potential sources of income, including fundraising activities, sponsorship opportunities, grant applications and fundraising.

Responsibility, communication, teamwork, creativity and innovation

Deal efficiently and effectively with all invoices and bills

Organisation skills

Ensure that funds are spent properly

Responsibility

Plan the annual budget, in agreement with the committee and in conjunction with the Students' Union and monitor the budget throughout the year

Organisation, responsibility, financial skills for example enquiring with companies and getting quotes

Ensure that only authorised signatories are permitted to withdraw funds from club/society accounts

Reliable, responsible, organisation

To apply for and keep a record of TeamWorc Points

Administrative skills, organisation, time management, responsibility

Vice Chair Inclusivity and Promotions

The purpose of this role is to manage the club's social media and promotions, making sure members know about what is going on and to work with the rest of the club/society committee to increase memberships, focusing particularly on students who face barriers to participation

These students might include (but aren't limited too):

- Commuting
- Mature
- Student Parents
- Disability
- LGBTQ+
- Students from other countries or cultural backgrounds
- Students from lower socio-economic backgrounds

You are ultimately **responsible to** the members of your club/society. You'll also have **key relationships** with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.

Example: How can you use this role in an interview

Skill + **example**

The purpose of this role is to manage the club's social media and promotions, making sure members know about what is going on and to work with the rest of the club/society committee to increase memberships, focusing particularly on students who face barriers to participation. This role has been instrumental in the development of my knowledge of equality, diversity and inclusion through the focus on trying to lower barriers to participation. It has also helped me be creative, develop my technology skills and interpersonal skills.

When applying for jobs, and in the interview, employers favour candidates who highlight their skills but also provide examples of when they have used them or demonstrated those skills in context. The table below shows the duties and responsibilities of the Vice Chair Inclusivity and Promotions role and skills related. In both job applications and interviews you can provide examples of when you did said duty or responsibility and link it to the skills showing the employers why you are a great candidate for the role.

| Duties & Responsibilities: | Skills gained and or qualities demonstrated |
|--|--|
| To be the lead committee member for organising and delivering your club/society stall at Societies & Sports Fair, ensuring it is attractive to those students who might face barriers to participation | Reliable, organisation skills, creative, innovative |
| Work with the committee to ensure activities and events being organised are attractive to a diverse range of members throughout the year | Reliable, responsible, creative, considerate, inclusive |
| Promote and engage in other student groups inclusive campaigns and events | Reliable, responsible, motivated, inclusive |

To be a warm and welcoming public face to all members and potential members, throughout the academic year at key events and to be the lead committee member in organising a rep of the club/society to attend Open Days, promoting your event and activities

Responsible, leadership, welcoming

Work with the committee to increase the membership of the club/society

Reliable, responsible, innovative, creative

Attend TeamWorc Council meetings and SU training related to the role

Responsibility, communication

Be a point of contact for members wishing to obtain a refund from the club/society and help them with their decision.

Communication

Work with the rest of the committee to ensure the club/society have the correct social media channels which are kept up to date with content and to promote events, activities, matches, training

Organisation skills, communication skills, teamwork

Communicate regularly and efficiently with the Students' Union, including keeping the relevant members of SU Staff informed of activities, including match scores where appropriate.

Responsibility, communication, professionalism

Deal with correspondence to and from the club/society and maintain and update the club/society's mini-site on the SU's website

Organisation, responsibility

Liaise with Vice Chair Finance and Admin on identifying potential sources of income, including fundraising activities, sponsorship opportunities, grant applications and fundraising

Responsibility, communication, teamwork, creativity and innovation

Take the lead on communicating with members and ensuring that members have the opportunity to communicate back

Administrative skills, organisation, time management, responsibility

Plan for recruitment and renewal of the committee in liaison with the Chair and how you can be inclusive to all students

Organisation skills, creativity and innovation

Social Sec

The purpose of this role is to be responsible for ensuring socials are a fundamental part of the club/society. This specific role is extremely diverse, as it requires planning, organisation, delivery of the social and generally providing fun and engaging and inclusive activities for members to enjoy. Whether these are evenings out, weekends away, or just a meal at someone's house, your members will get to know each other better and enjoy themselves more.

You are ultimately responsible to the members of your club/society. You'll also have key relationships with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.

Example: How can you use this role in an interview

Skill + **example**

The purpose of this role is to be responsible for ensuring socials are a fundamental part of the club/society. This specific role is extremely diverse, as it requires **planning, organisation, delivery of the social and, generally providing fun and engaging and inclusive activities for** members to enjoy.

This role has been crucial to the development of my **organisation skills** as well as my **communication skills**.

When applying for jobs, and in the interview, employers favour candidates who highlight their skills but also provide examples of when they have used them or demonstrated those skills in context. The table below shows the duties and responsibilities social secretary role and skills related. In both job applications and interviews you can provide examples of when you did said duty or responsibility and link it to the skills showing the employers why you are a great candidate for the role.

| Duties & Responsibilities: | Skills gained and or qualities demonstrated |
|---|--|
| Working with the rest of the committee to organise social events, trips, activities, and end of year celebrations, providing a structured plan of socials and other events/activities throughout the year | Reliable, organisation skills, both written and verbal communication skills, creativity |
| Work with the committee to plan and organise fundraising events for charity or your club/society | Reliable, responsible, motivated, organisational skills |
| Working with the Vice Chair Inclusivity and Promotions to organise and co-ordinate all social events for all members of the club/society to participate in, ensuring you take an inclusive approach | Inclusive, knowledge of EDI, creative, innovative |
| Work with the committee to promote your Club/Society effectively | Reliable, responsible, Communication skills, |
| Ensure everyone has a great and safe experience and new members are made to feel welcomed and involved | Inclusive, welcoming |
| Communicate to your members what is going on and other students who may wish to join. | Written and verbal communication skills, maybe IT skills |

Respect and uphold the SU's zero tolerance approach to inappropriate behavior and anything that might be construed as constituting an 'initiation' when planning activities.

Responsibility

Follow SU and University processes and rules around socials in University managed accommodation and ensure all necessary paperwork is completed according to the stipulated time frames.

Responsibility

Ensure that all members of the club and society maintain appropriate behavior and follow the code of conduct throughout the social event.

Responsibility, leadership

Liaise with the Students' Union on any issues that arise during social events, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters.

Responsibility, leadership, communication skills, professionalism

Duties and responsibilities of all committee members

| Duties & Responsibilities: | Skills gained and or qualities demonstrated |
|--|--|
| Sign post any member of the club and society who needs support to the SU or appropriate services within the University. | Responsibility, emotional intelligence |
| To be supportive of and an ambassador for the Students' Union and the University | Responsibility, leadership |
| Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of Worcester Students' Union and be responsible for ensuring that the club/society complies with these | Responsibility |
| Ensure you consider accessibility requirements when planning or running anything associated with your club/society in order to be proactive in being inclusive | Adaptability, inclusive, creative |
| Be aware of different needs of different students and how you in your role can adapt what you do in your club/society to include a wide range of students | Adaptability, responsibility |

Course Rep

Being a Course Rep is another fantastic way to enhance your CV. A Course Rep is an elected student volunteer who represents their course mates by acting as their voice at meetings with University staff.

Course Reps will need to establish and maintain communication with the SU's Vice President Education, their Course Leader, their Academic Representation Coordinator (ARC) and the Department Reps. Their key task is to represent students' views at course-level, attending and making positive contributions to the Course Management Committee (CMC) meetings. Course Reps are not expected to solve problems first-hand, but they are expected to work with staff to develop solutions to issues identified by the students they represent. To close the feedback loop, Course Reps are also expected to communicate outcomes resulting from feedback with their cohort.

Example: How can you use this role in an interview

Skill + **example**

Through my role as a Course Rep I have developed my communication skills both in the form of written and verbal communication as I have represented the views of students at course-level. I have collected feedback from students and communicated this with the relevant staff and attended meetings to better improve the student experience

When applying for jobs and in the interview employers favour candidates who highlight their skills but also provide examples of when they have used them or demonstrated those skills in context. The table below shows the duties and responsibilities of the Course Rep role and skills related. In both job applications and interviews you can provide examples of when you did said duty or responsibility and link it to the skills showing the employers why you are a great candidate for the role.

| Duties & Responsibilities: | Skills gained and or qualities demonstrated |
|--|---|
| Attend and participate in appropriate training sessions provided by the Students' Union and the University, or undertake online training via where this is not possible | Self-management, responsibility, organisation, personal development, networking |
| Establish effective communications with students, other Course Reps in their School, Department Reps and the Students' Union | Verbal communication skills, written communication skills, IT skills if using emails, accessible communication, tailored messaging |
| Attend and contribute to meetings for Course Reps arranged by Department Reps, ARC or other members of staff | Time management, self-management, responsibility |
| Attend and contribute to the Course Rep Forum, chaired by the Vice President Education and also attended by Department Reps, the Pro Vice Chancellor Students and invited members of University staff and/or other guests | Verbal communication skills, written communication skills, professionalism, responsibility, networking |

Help to promote the National Student Survey and the University's internal student survey in order to encourage students to participate and express their views on their student experience

Responsibility and communication skills

Help to promote the Student Academic Representative system

Communication, passionate, creativity

Prepare for, attend and contribute to Course Management Committees, ensuring that students' views are expressed and their interests represented

Verbal communication skills, written communication skills, professionalism, responsibility, consultation and research

Ensure that messages or questions for students from the Students' Union are relayed and that responses are fed back to the SU

Communication, administration, organisation and time management

Department Rep

Department Reps provide the essential link between Course Reps and senior members of staff within the Department. They have responsibility for liaising with the Vice President Education and the appropriate Academic Representation Coordinator (ARC) to ensure that the Students' Union and the University are kept informed of issues affecting Course Reps and the students they represent.

Their key task is to represent students' views at Department level by attending and making appropriate and positive contributions to meetings, which will include key College-level meetings. Effective representation requires Department Reps to consult with students and, in particular, Course Reps; presenting findings both at Department meetings and in-between meetings; feeding back to students via Course Reps and helping to develop solutions to problems identified by students.

Example: How can you use this role in an interview

Skill + **example**

As a Department Rep my job is to represent students' views by attending and making appropriate and positive contributions to meetings, which will include key College-level meetings. Effective representation requires Department Reps to consult with students and Course Reps; presenting findings both at Department meetings and in-between meetings; feeding back to students via Course Reps and helping to develop solutions to problems identified by students.

The key task I have highlighted has allowed me to further expand my skillset; I have developed my written communication skills as well as my verbal skills, my ability to build relationships with others as well as furthering my organisation skills.

| Duties & Responsibilities: | Skills gained and or qualities demonstrated |
|--|--|
| <p>Represent the broad range of student views from the range of courses within their School department. Department Reps should aim to represent the full diversity of their cohort and act professionally in line with the Students' Union's vision and values.</p> | <p>Professionalism, responsibility, ability to feedback, adaptability, active listening, compassion</p> |
| <p>Act as a channel of communication between Course Reps, other Department Reps, the ARCs, the Students' Union and senior members of School, College, and University staff.</p> | <p>Communication skills both written and verbal, presentation skills, networking, action planning</p> |
| <p>To attend training for the role, complete regular Rep Journals and attend the relevant meetings.</p> | <p>Self-management, responsibility, organisation, commitment, motivation, passion</p> |
| <p>Assist with the delivery of induction talks, promotion of surveys such as the NSS and CES and training for Course Reps in collaboration with the SU.</p> | <p>Presentation skills, verbal communication, creativity, public speaking</p> |

Assist the School with a range of activities related to student recruitment, retention and student experience. This includes arranging and supporting the delivery of student led School meetings when appropriate.

Awareness, delegation, responsibility, active listening, creativity, problem solving skills, leadership

Department Reps are expected to work with the Students' Union as members of the Education Council and as representatives within the Union structure to campaign on both national and local issues, where appropriate.

Verbal communication, advocacy, research, leadership, adaptability

Attend and contribute to the Course Rep Forums, Course Rep Conference, and Change Week.

Self-management, responsibility, organisation, confidence

Promote the Student Academic Representation system.

Advocacy, confidence, passion, communication, creativity

Keep a record of activities undertaken and complete the appropriate record/claim form and submit it by the due date to the Vice President Education.

Time management, administration, organisation

Resources

Careers and employability support

<https://www2.worc.ac.uk/careers/>

Enhance your degree

<https://www.worcester.ac.uk/life/help-and-support/services-for-students/enhance-your-degree.aspx>

Counselling and mental health service

<https://www2.worc.ac.uk/counselling/>

Student Minds

<https://www.studentminds.org.uk/>

Beat

<https://www.beateatingdisorders.org.uk/>

Samaritans

<https://www.samaritans.org/>

Papyrus

<https://www.papyrus-uk.org/>