

MMU Students

How to find: work experience, placements, part-time jobs, voluntary work and internships



Manchester
Metropolitan
University



Work experience is more than just turning up, doing the job and getting paid. It can be educational, help you gain confidence and maturity and even add to your social life. To get the most out of it however you must ask questions, be enthusiastic, make contacts and evaluate the transferable skills you're acquiring.

www.jobsite.co.uk: Why work experience adds up to more opportunities

Work Experience can add value to your studies and your career by:

- Strengthening interpersonal skills
- Enabling you to gain an insight into the world of work
- Helping you to build up a network of employers, mentors or friends
- Bolstering your CV

Significantly, more than a third of students said the importance employers placed on work experience was another consideration when deciding to take a summer job, highlighting how the relationship between doing work experience and finding a graduate job has become clear to both students and employers.

National Council for Work Experience Aug 2006

In turn you can gain transferable skills to utilise in your future career. Employers are likely to require you to demonstrate some of the following skills:

- Teamwork
- IT
- Communication / Literacy
- Problem solving
- Confidence
- Commercial awareness
- Networking
- Prioritising work
- Time Management
- Initiative / Leadership
- Interpersonal skills
- Negotiation skills

I have gained a lot both in terms of intrinsic rewards and development of skills. Above anything else, volunteering has taught me to have a sense of humour and to appreciate the value of each and every individual regardless of age, background or disability. Everyone has an ability and something to offer. Sometimes you just have to encourage them in order to nurture their ability and allow them to fulfil their full potential.

Todd Govan BA (Hons) Exercise Sports Science.

MMU Careers and Employability Service, Volunteering MMU, MMUnion and your tutors are all here to help you with ideas, information and advice about:

- Work shadowing
- Work placements
- Voluntary work
- Part-time work
- Summer jobs
- Internships
- Business competitions and student enterprise

“ ... the MMU volunteering scheme is a really good place to start if you are interested in getting some work experience; at the moment I’m involved with the marketing team at Christian Aid. ”

Simon Charnock, BA (Hons) Film & Media

Voluntary work opportunities range from:

- *Advice & Guidance*
e.g. adviser, fundraiser
- *Art & Design*
e.g. design websites for community groups
- *Education*
e.g. mentor in schools
- *Charities*
e.g. working for organisations supporting homeless people
- *Disability*
e.g. support worker roles
- *Legal / Advocacy*
e.g. adviser, campaigner

- *Sport*
e.g. sports coach
- *Conservation / Regeneration*
e.g. environmental projects
- *Working with children*
e.g. play schemes, youth clubs
- *Performance / Visual Arts / Culture*
e.g. dance, arts or DJ on community radio

“ I was really impressed with all of the excellent opportunities that were available to me during my studies at MMU. In my second year I worked at an orphanage through the university volunteering scheme, and at the end of my third year I helped out with a voluntary work project for a charity called Oasis, which teaches women hand-stitch skills. ”

Becky Waite- BA (Hons)
Embroidery (Graduate)

For more information on volunteering visit the Volunteering MMU web link:

www.mmu.ac.uk/volunteering or download our work experience guides www.mmu.ac.uk/careers/students-and-graduates/resources/guides/

For general opportunities including work placements, internships and business and enterprise opportunities visit the MMU Careers and Employability online vacancy and events service:

www.mmu.ac.uk/careers/coves or register for the latest careers news via email alerts www.mmu.ac.uk/careers/register

Part Time Work

Jobs4students

To apply for opportunities within MMU, drop us an email at: jobs4students@mmu.ac.uk

Business and Enterprise

MMU's Student Enterprise Society for details of business competitions and internships

www.business.mmu.ac.uk/studententerprise

MMU Students Union's Job Shop

For temporary, part-time and holiday work in Manchester and Cheshire.

www.mmunion.co.uk

Careers Fairs

The Manchester Part-time jobs, Voluntary, Placement Fair and Manchester Digital Pro Dev Day as well as the Not for Profit and Public Sector Careers Fairs

www.mmu.ac.uk/careers/events

MMU Student Exchange Programme

MMU's student exchange programme with universities in North America, Hong Kong, Australia and within the EU

www.mmu.ac.uk/international/exchanges

General Websites

Shell Step

Paid project work for undergraduates and graduates

www.shellstep.org.uk

Prospects Work Experience

www.prospects.ac.uk/links/workexp

Milkround

www.milkround.com

Target jobs internships and placements

www.targetjobs.co.uk/first-and-second-years

Students with disabilities

www.disabilitytoolkits.ac.uk

General Volunteering Websites

National Database for volunteering

www.do-it.org.uk

Volunteering England

www.volunteering.org.uk

Worldwide Volunteering

www.wwwv.org.uk

Summer Schemes Abroad

BUNAC

www.bunac.org.uk

Camp America

www.campamerica.co.uk

International Educational Exchange

www.ciee.org/

Voluntary Services Overseas

<http://www.vso.org.uk/volunteer>

CCUSA

Summer camp jobs as well as work and travel experiences in the USA and around the world

www.ccusa.com