

How to find local vacancies in Manchester & the North West

Careers & Employability Service

www.mmu.ac.uk/careers/guides



**Manchester
Metropolitan
University**

This document is available in alternative formats – Please contact careers@mmu.ac.uk for details.

HOW THE CAREERS SERVICE CAN HELP

The MMU Careers & Employability Service website is a good starting point and has many useful links on www.mmu.ac.uk/careers. You can find out about careers fairs and upcoming events and workshops.

To look at full-time **graduate vacancies**, **part-time jobs** and **placement opportunities** look at www.mmu.ac.uk/careers/coves.

The Careers Information Room also has free specialist guides to take away, written by MMU Careers Advisers. These guides are also available to download from our website www.mmu.ac.uk/careers/guides

You could also use Manchester University's website which contains information about the local labour market: www.manchester.ac.uk/careers/sectors - click on the sector that appeals to you and scroll down to Manchester and the North West for local information on that sector.

Their interactive map giving information on the different regions of Manchester is useful. www.manchester.ac.uk/careers/worldofmanchester

For further information on job-search techniques current MMU students can access **Employability Online** in the Student Resources area on Moodle.

USEFUL LOCAL JOB-SITES:

<http://manchester.fish4jobs.co.uk> covers all sectors. Has details of jobs advertised in the Manchester Evening News and associated newspapers

www.mymanchesterjobs.co.uk local site carrying a broad range of jobs and agency ads.

www.mymanchester.net/home/jobs carries a small range of jobs – mainly in the voluntary sector.

www.gumtree.com/jobs/manchester carries local jobs across a range of sectors.

www.northwestjobs.co.uk features a graduate section

www.mychesterjobs.co.uk features jobs throughout the North West

www.graduateadvantage.co.uk vacancy information and support services for graduates in the West Midlands area, including Staffordshire.

www.thisisstaffordshire.co.uk/jobs features jobs throughout the North West

<http://cheshire.fish4jobs.co.uk> covers the Cheshire area.

www.northwestworkplace.com search for vacancies throughout NW region

A SELECTION OF NATIONAL JOB-SEARCH WEBSITES WITH THE FACILITY TO SEARCH BY LOCATION:

www.prospects.ac.uk/links/jobvacs student and graduate careers website, with online job matching service by region.

www.fish4jobs.co.uk has a database of jobs compiled from regional and national newspapers. You can search by sector and location.

www.monster.co.uk jobs ads searchable by location and industry type.

<http://targetjobs.co.uk/graduate-jobs> advanced job-search site, allows you to search by region.

<http://www.indeed.co.uk> a relatively new site advertising across the country.

<http://graduatetalentpool.direct.gov.uk> government work experience site

For a more detailed list of national job-search websites (with a location search facility) see our guide on "[Graduate Job Websites](#)".

JOB CENTRE PLUS

You can find the address of your nearest Job Centre in the phonebook. Their central telephone number is: 0845 6043719 or use www.yell.com

You can access a national database of vacancies from the Employment Service website <http://jobseekers.direct.gov.uk> and carry out searches by occupation and location. You could also use this site to search for volunteer work.

NEWSPAPERS AND OTHER PUBLICATIONS

Many of these papers now have online job-search facilities – e.g. Manchester Evening News. You may also find local vacancies in the national broadsheets and specialist magazines and journals.

All the papers listed below will be available to browse in local libraries and Jobcentres.

Times Educational Supplement / Times Higher Educational Supplement, The Guardian

SOME REGIONAL PAPERS:

Manchester Evening News, Liverpool Post and Echo, The Bolton News, Stockport Express, The Chester Chronicle.

Jobs Northwest, produced on a Friday, £2, (includes compilation of regional newspaper jobs).

Some free local papers with job sections - *South Manchester Reporter*, *Metro News*, *Stockport Times*.

BUSINESS around MANCHESTER and the North West

RETAIL

The Arndale Centre

www.manchesterarndale.com/jobs.htm search for jobs in the back office as well as frontline retail positions.

The Trafford Centre

<http://www.traffordcentre.co.uk/aboutus/jobs>

MANCHESTER AIRPORT

<http://jobs.manchesterairport.co.uk/home.asp>

THE MEDIA

The North West of England is Europe's second largest media hub with 31,000 businesses employing 32,000 individuals. Media City will be home to 6 BBC depts, 1,000 media related businesses and 15,000 employees. See our guide "[Media Careers websites](#)" for further information.

The BBC, Media City, Salford Quays

<http://www.bbc.co.uk/jobs/north/>

ITV Granada

www.itvjobs.com – jobs advertised across the UK including Manchester

THE PUBLIC SECTOR

A big employer in the North West. Manchester City Council, for example currently employs over 24,000 people

www.manchester.gov.uk/work/jobs jobs with Manchester City Council.

The council also runs its own temping agency to cover short-term work placements. To register with them you must have some office experience. For more information use above link and scroll down to "temporary vacancies."

<http://yourcounciljobs.co.uk> search in one place for jobs at 12 local Councils across Greater Manchester - Blackpool Bolton Bury Fylde Manchester Oldham Rochdale Salford Stockport Tameside Trafford and Wigan.

(See our other guide "[Opportunities in the Public & Not for Profit Sector](#)" for further national websites)

NHS

<http://www.jobs.nhs.uk> search by location. You can register for their "jobs by email" e-alert service

LOCAL UNIVERSITIES

are another major employer in the North West – there are 14 higher education institutions within our region including:

MMU

www.jobs.mmu.ac.uk/mmujobsite

Follow on twitter: <http://twitter.com/#!/mmujobs>

Current students may be able to find work at the University through Jobs4Students. See www.mmu.ac.uk/jobs4students

Once graduated – MMU tends to use the following agencies for “temping” positions:

Randstad www.randstad.co.uk Tel: 0161 236 5906

Aspire – aims to employ local people. Contact: Alan Davies, - Work Solutions Recruitment and Placement Consultant, Employer Services Unit – on 0161 828 3270 or alan.davies@work-solutions.org.uk

Manchester University

www.manchester.ac.uk/vacancies

Salford University

www.jobs.salford.ac.uk

University of Bolton

www.bolton.ac.uk

FINANCIAL AND PROFESSIONAL SERVICES

The North West is the largest financial and professional services location in the UK outside of London, being home to over 80 banks including:

Royal Bank of Scotland www.rbs.co.uk

Co-op Financial Services www.co-operativebank.co.uk

Bank of New York Mellon www.applybnymellon.co.uk

Bank of America/MBNA www.bankofamerica.co.uk

CHEMICALS INDUSTRY

The North West is the largest centre for chemical manufacturing in the UK. 650 businesses operate in the sector – directly employing 50,000 people. 60% of the world’s top 50 companies are based in the region e.g.

Unilever

www.unilever.co.uk/careers

PZ Cussons

www.pzcussons.com/pzc/working

Brunner Mond

www.brunnermond.com/employment.aspx

Shell UK

www.shell.co.uk/home/content/qbr/aboutshell/careers

Chemicals Northwest – a not-for-profit organisation which holds regional networking events

www.chemicalsnorthwest.org.uk/membership/

SMALL AND MEDIUM EMPLOYERS IN THE NORTH WEST

The majority of graduates who want to stay and work in Manchester begin their careers with a small/medium enterprise (SME). In the Greater Manchester area alone there are approximately 58,000 small and medium companies, many offering excellent opportunities. The opportunities they offer may be harder to track down, their advertising budgets smaller - so keep an open mind and:

DON'T JUST RESPOND TO ADVERTS!

A high number of jobs each year are filled before ever reaching the advertisement stage (especially jobs in competitive sectors, or non-traditional graduate positions). This goldmine of jobs is most often tapped by graduates who have networking abilities, who have done their research and have targeted employers that interest them. If you know the career area that you want to get into and you want to stay in Manchester or the North West, taking a creative approach could pay dividends for you too. For more details on this see our guide "[How to Network](#)"

Apply on Spec

To apply speculatively to a company (i.e. not in response to an advert) you will need a great CV and covering letter – use our [CV guide](#) (available on MMU careers website and the information room) and make an appointment to get yours checked at the Careers & Employability Service before sending it off. Research the companies that you are applying to – employers do not like generic letters sent off at random. Ideally, ring up first, send your CV to a named person and follow up with a call a few weeks later. This guide "[How to make speculative applications](#)" may also be of use.

Build up some contacts/networks

Make contact with firms – ask to come in to speak to a key person in the company to talk about roles/career areas – not to ask for a job. Ask that person if they can think of other people that it would be useful for you to contact. Would it be possible for you to come in for a day's work-shadowing or perhaps, for a slightly longer period of work experience? This is all about getting your name known, impressing with your keenness and commitment to the company/job role. You can also add any work-shadowing etc on to your CV. Make use of any personal contacts that you have in order to get in and speak to someone/arrange shadowing.

Ways to Research Local Companies

(1) www.yell.com is a very quick method. You can search by area and type of organisation – e.g. events organisers in Manchester, and quickly produce a list of companies in a given area that carry out the type of work that appeals to you. Also gives a link through to the employers' websites where available.

(2) **The Business Information Service**, Central Reference Library, St Peter's Square, Manchester, M2 5PD. Tel 0161 234 1991/3/4. (Currently based at City Library, Deansgate, whilst building renovation work takes place).

http://www.manchester.gov.uk/info/200013/business_support_and_advice/1932/commercial_library_and_business_information_service

This library holds a wealth of valuable information on local and national businesses including company reports, statistics, market research, company databases etc. It also keeps a wide range of trade journals. Regularly holds workshops to explain how to make the best use of their information. No charge is made to look at the databases. Some charges apply for printing off lists etc.

Services/Information include:-

- Starting a business
- Market research
- Company information
- Jobseeking
- Credit and B2B
- News & journals
- Products & services
- Creative Industries
- European information
- Business Services
- Business in Manchester
- British Standards
- Patents

(Local libraries may also have a smaller selection of employer directories etc).

(3) Manchester Chamber of Commerce's website is a useful source of information. www.gmchamber.co.uk. Local business surveys are available to read on this site. They also run many events, including networking events available to non-members. Chamber magazine also available on line – including business profiles.

(4) If you are interested in making contacts and finding out about local groups in the “not-for-profit” sector, Manchester City Council keeps a list of local voluntary organisations which can be browsed by category:

www.manchester.gov.uk/info/200101/voluntary_organisations/1722/local_groups_in_manchester

<http://www.onecentralplace.org> - directory of Manchester voluntary and community groups.

MMU's own volunteer bureau Volunteering MMU should also be able to help - www.mmu.ac.uk/volunteering

You could also look at www.gmcvo.org.uk (Greater Manchester Centre for Voluntary Organisation).

RECRUITMENT AGENCIES

Agencies can be a useful means of finding temporary/permanent work. To make the best use of agencies you should do your research first, consider the type of work they specialise in, and once you have registered with them, keep in touch. Many of the larger agencies work across several sectors. Many agencies favour candidates with experience, but can be a useful source of temporary positions.

Some agencies advertise vacancies solely in the North West, but many are UK-wide including offices in the North West.

To find a more comprehensive list of recruitment agencies with a North West base, use www.yell.com.

www.rec.uk.com is the website for the Recruitment and Employer Federation. All agencies registered with them adhere to a good practice code. To search for an agency by industry sector use <http://www.rec.uk.com/regions-sectors/sectors> on the left hand menu click on your chosen sector and then click on Member Directory

A SELECTION OF AGENCIES WHICH ADVERTISE VACANCIES IN THE N.W.

(Appearance on this list does not mean that MMU Careers & Employability Service recommends the consultancy. This is by no means an exhaustive list. See the separate guide "[Using Recruitment Consultants](#)")

Accountancy/Finance

www.hays.com
www.roberthalf.co.uk
www.iauk.co.uk
www.alexanderhancock.co.uk
www.abpm.co.uk
www.michaelpage.com
www.rkaccountancy.co.uk
www.pagepersonnel.co.uk
www.badenochandclark.com

Education

www.celsianeducation.co.uk
www.kellyservices.co.uk
www.keystagesupply.co.uk
www.markeducation.co.uk
www.longtermteachers.com
www.hays.com
www.capitaresourcing.co.uk/education
www.supreme-education.com

Legal

www.anakinseal.com
www.badenochandclark.com
www.iauk.co.uk
www.hays.com
www.future-legal.co.uk
www.bcllegal.com
www.relegal.co.uk
www.douglas-scott.co.uk

Construction

www.first-careers.co.uk
www.hays.com
www.bluearrow.co.uk
www.allegisgroup.co.uk
www.bamfordcs.co.uk
www.bromak.com
www.buildingrecruitment.co.uk
www.gpw.uk.com
www.scantec.co.uk
www.time-recruitment.com

Health & Social Care

www.firstpointhealthcare.com
www.academypeople.co.uk
www.reedhealth.com
www.rsd.uk.com
www.time-recruitment.com

Clerical/Admin

www.jobwise.co.uk
www.pertemps.co.uk
www.select.co.uk
www.lucywalkerrecruitment.com
www.forrest-recruitment.co.uk
www.connections.gb.com
www.time-recruitment.com

IT & Telecoms

www.celsiusrecruitment.co.uk
www.computerfutures.com
www.occ-computing.co.uk
www.intelectplc.com
www.lorien.co.uk
www.spring-technology.com
www.netsource.co.uk

Engineering

www.aerotek.co.uk
www.first-careers.co.uk
www.rsd.uk.com
www.allegisgroup.co.uk
www.first-careers.co.uk

Scientific Services

www.science-recruitment.com
www.onassignment.com
www.kellyscientific.co.uk
www.labsupport.co.uk
www.srg.co.uk

Textiles / Retail

www.angelaharper.co.uk
www.rhr.co.uk
www.dunerecruitment.co.uk
http://successjobs.co.uk
www.freedomrecruit.com
www.randstadstaffing.co.uk/retail

Hospitality

www.cummins-mellor.co.uk
www.bluearrow.co.uk
www.aaappointments.com
www.berkeley-scott.co.uk

Media, Advertising and PR

www.ruth-halliday.co.uk
www.austinbenn.co.uk
www.primetime.co.uk

Logistics

www.pagepersonnel.co.uk
www.castuk.com
www.aaappointments.com

Tourism & Leisure

www.leisurejobs.co.uk
www.4leisurerecruitment.co.uk
www.berkeley-scott.co.uk

Environmental

www.edenrecruitment.co.uk
www.kellyscientific.com
www.allen-york.com
www.indexenvironmental.co.uk
www.acre-resources.com

Sales/Marketing

www.paretolaw.co.uk
www.primetime.co.uk
www.meridianbs.co.uk
www.austinbenn.co.uk
www.lorien.co.uk