

## Looking For Work

If you're looking for work for the first time, thinking about returning to work, or want to change your career, there is help available. It may be a long time since you went through the process of looking for a job, filling in application forms and attending interviews.

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### Where To Find Work

If you're out of work, whether it's voluntarily or through redundancy, it can take time to find another job, regardless of your age. However, your knowledge and experience at school, university, in an apprenticeship or in the workplace is highly valuable and you can use your knowledge and skills to find employment. Apprenticeships are available for all age ranges.

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#### Local support available

**The Skills Hub** offers a one-stop shop for support with training, career and job advice. Based on the ground floor at City Library, anyone can access this free service for help to access employment and training. Over ten organisations are represented in the Hub.

**Newcastle Futures** works with other organisations across the city to help and support unemployed people to get the right training or employment. They meet with people to talk about finding training, employment, volunteering and a host of other opportunities.

**The National Careers Service** provides careers advice and information to people of all ages. You can access **free** support online, over the telephone and face to face. They provide free resources such as

- a profile builder
- a skills assessment to help you to identify your skills, strengths and gaps
- careers information including 800 job descriptions and salary expectations
- advice for furloughed workers

**Jobcentre Plus** can help you to find a job, get back in to work, or set up your own business.

**VONNE** has voluntary sector vacancies across the North East.

**Connexions** Personal Advisers can support those with a learning disability or difficulty to make positive choices about their future with information about college courses, apprenticeships, 6th form in schools, employment and a range of other options depending on their needs and interests.

[Northern Learning Trust](#) help with advice, support and careers guidance.

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## Apprenticeships

Apprenticeships are available on leaving school and throughout your employment journey. Gov.UK has a section on [apprenticeships](#) at any age and [help for over 50s](#).

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## Advertisements

**Local and national newspapers** carry job adverts, usually on a particular day of the week. Most newspapers also have a website on which job adverts will be updated more regularly.

**The internet** is a good way of getting details of many vacancies. If you don't have access to the internet at home, you may be able to get free use of a computer at your local library, where there may also be someone to help if you are not familiar with using the internet. The following websites advertise job vacancies.

- [Gov.uk](#)
- [NHS Jobs](#)
- [Jobs Northeast](#)
- [Fish4](#)

You can use these websites to search for a particular type of job in locations local to you, and you can specify things like range of salary, and whether you want to work full or part-time.

It is worth remembering that 73% of employers do not advertise vacancies externally. They advertise internally by using existing staff or people who have used a speculative approach and the employer has kept them on file. Try sending your profile with a covering letter to employers that you have an interest in working for, even if they are not currently advertising a vacancy.

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## Improving your job prospects

If you're unemployed or thinking about a change of career, it's a good time to review your experience work profile. Think about the skills you have to offer and if you need some extra training for the job you want.

## Updating your profile

It is worth thinking about your skills, abilities and experience and setting this out in a profile. That way, when someone asks who you are, how you would add value to their organisation, you can answer straight away. If you are making multiple applications, then it is important to have some written profile statements you can use regularly. Personality traits are easier to have stock answers to than skills and abilities. However, it is worth thinking about words that apply to you – sometimes it is worth asking a former boss, colleague or friend what they would say were your strengths and weaknesses to get you started.

Most employers will send you an application form or direct you to an online form rather than asking you to send them your CV with a covering letter. You will be given a person specification with essential skills, knowledge, abilities and personality traits that the employer is looking for. You will need to be able to answer this in writing and your answers will be probed further at interview.

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## Improving your skills

If you are looking for work and you feel that your skills need updating or that you would benefit from learning new ones, there are several ways to do this. Adult education courses, specific work training, and volunteering are all ways of improving your job prospects.

[The SkillsToolkit](#) has free digital and numeracy courses that may be useful.

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## Education and Training

You're never too old to study, whether it's purely for enjoyment or to learn new skills to help you to get into work. See our section on [Lifelong learning](#) for details of the different organisations that provide learning opportunities from basic English and maths to information technology and business management courses. There are many employers who would be interested in your understanding of, for instance, safeguarding, safety online, dementia and many of these courses will be free online or face to face.

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## Volunteering

If you are looking to get back into paid work or maybe to change your career, volunteering is an excellent way to gain valuable skills and experience in your chosen field. See our section on [Volunteering](#) for further information and useful contacts.

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## Looking after someone

If you are looking after someone and want to combine paid work with your caring responsibilities, there is a variety of help available. [Newcastle Carers](#) are running a pilot to help [young and adult carers back to work](#). [Job Centre Plus](#) can help you return to work. You can also apply for [Carers Allowance](#).

You can get help paying for childcare if it's provided by a:

- registered childminder, nanny, play scheme, nursery or club
- childminder or nanny with a registered childminder agency or childcare agency
- registered school
- home care worker working for a registered home care agency

You can also get support if you have:

- children aged between **3 and 4 for free for 15 hours a week**
  - your child is under 16 (or under 17 and disabled)
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## Other Useful Organisations

**Smart Works** is a no-cost clothing, styling and coaching service for women who have been invited to a job interview. Clients visit for a two-hour appointment where they are styled by a dressing team. They take away a full outfit for their interview (theirs to keep). Following this, they undertake a 1:1 coaching session with an experienced coach.

**Suitability** supports unemployed men get back to work, by providing free suitable clothing for interviews, and one-to-one support to help them feel more confident to succeed.

**Remploy** is a provider of employment services and employment to people with disabilities and complex barriers to work. They are committed to providing sustainable work opportunities for those who need it most – making a positive difference to the lives of individuals and communities.

**JET (Jobs Education and Training)** specialise in working with the Black, Asian and Minority Ethnic communities across Newcastle to provide support into training and employment. This is done through one to one support from an experienced, qualified advisor who can help with your CV, job search, application forms or finding work experience or training opportunities. JET is also a provider of the National Careers Service, which is available to all.

**Newcastle United Foundation** run community football matches for unemployed people, refugees and migrants aged 18 to 29 years. It includes an employability support drop in.

**Shaw Trust** help people gain an education, enter work, develop their career, improve their wellbeing or rebuild their lives. They also work with businesses to help recruit the best staff, for free, and to make the companies more accessible.

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## Other Useful Information

### Websites:

- [Adzuna](#)
- [Monster](#)
- [Career Shifters](#)
- [Skilled People \(partnered with Restless\)](#)

### Financial support:

- [Employment and Support Allowance \(ESA\)](#)
- [Job Seekers Allowance](#)
- [age discrimination.](#)

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## Useful Organisations

### Jobcentre Plus

**Email:** CONTACT-.DWP1@DWP.GSI.GOV.UK

**Website:** <https://www.gov.uk/contact-jobcentre-plus>

**Telephone:** 0800 169 0190

**Address:** Newcastle City, NE1 1EE

### Newcastle Futures

**Email:** info@newcastlefutures.co.uk

**Website:** [www.tyneonline.co.uk](http://www.tyneonline.co.uk)

**Telephone:** 0800 5870478

**Address:** 1 Cathedral Square, NE1 1EE

### Business Support Helpline

**Email:** enquiries@businesssupporthelpline.org

**Website:** <https://www.gov.uk/business-support-helpline>

**Telephone:** 0300 456 3565

### Working Links

**Website:** [www.workinglinks.co.uk](http://www.workinglinks.co.uk)

**Telephone:** 0800 917 9262

**Address:** The Beacon, NE4 9PQ

### Remploy

**Email:** iremploy@remploy.co.uk

**Website:** [www.remploy.co.uk](http://www.remploy.co.uk)

**Telephone:** 0300 456 8110

**Address:** Princess Square, NE1 8ER

## National Careers Service

**Email:** NationalCareersServicenc1@cfbt.com

**Website:** [nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)

**Telephone:** 0300 456 8110

**Address:** National Careers Service , NE99 5EB

## JET (Jobs Employment and Training)

**Email:** khatoon@jetnorth.org.uk

**Website:** <http://www.jetnorth.org.uk>

**Telephone:** 0191 273 5761

**Address:** 81 Adelaide Terrace, NE4 8BB

## Department for Work and Pensions

**Website:** <https://www.gov.uk/government/organisations/department-for-work-pensions>

**Telephone:** 0800 731 0469

## Newcastle City Council

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

**Telephone:** 0191 278 7878

**Address:** Civic Centre, NE1 8QH

## LaterLife

**Email:** laterlifeenquiries@laterlife.com

**Website:** <http://www.laterlife.com>

**Telephone:** 0191 278 7878

## Skills Hub Newcastle

**Email:** skillshub@newcastle.gov.uk

**Website:** <https://www.newcastle.gov.uk/services/libraries-and-culture/skills-and-business-services/skills-hub>

**Telephone:** 0191 277 4125

**Address:** City Library, NE1 8AX

## Wayout in Gateshead (WinG)

**Email:** [nickcoates.wing@gmail.com](mailto:nickcoates.wing@gmail.com)

**Website:** [www.wing.org.uk](http://www.wing.org.uk)

**Telephone:** 0191 267 1579

**Address:** c/o Newburn Activity Centre, NE15 8ND

## Adzuna

**Email:** [supportuk@adzuna.com](mailto:supportuk@adzuna.com)

**Website:** <https://www.adzuna.co.uk>

**Telephone:** NA

**Address:** Adhunter Ltd., SW6 3BN

## Find a Job

**Website:** <https://www.gov.uk/jobsearch>

**Telephone:** NA

## Suitability

**Email:** [suitabilityCIC@gmail.com](mailto:suitabilityCIC@gmail.com)

**Website:** <http://suit-ability.com>

**Telephone:** 07731583535

## Moving on Tyne and Wear

**Email:** [enquiries@motw.org.uk](mailto:enquiries@motw.org.uk)

**Website:** [www.motw.org.uk](http://www.motw.org.uk)

**Telephone:** 0300 131 0000

**Address:** Moving on Tyne and Wear, NE13 6DS

## **East End Women**

**Email:** [clare.vaughan@buildingfutureseast.org](mailto:clare.vaughan@buildingfutureseast.org)

**Website:** <http://www.buildingfutureseast.org/local-programmes/east-end-women/>

**Telephone:** 0191 263 2752

**Address:** Building Futures East, NE6 3PJ

## **Smart Works Newcastle**

**Email:** [newcastle@smartworks.org.uk](mailto:newcastle@smartworks.org.uk)

**Website:** [www.smartworks.org.uk](http://www.smartworks.org.uk)

**Telephone:** 0191 255 1906

**Address:** MEA House, NE1 8XS

## **Newcastle United Foundation**

**Email:** [daniel.hancock@nufc.co.uk](mailto:daniel.hancock@nufc.co.uk)

**Website:** <http://www.nufoundation.org.uk/>

**Telephone:** 0844 372 1892 Ext 8451

**Address:** St James's Park, NE1 4ST

## **Rest Less**

**Email:** [info@restless.co.uk](mailto:info@restless.co.uk)

**Website:** <https://restless.co.uk/>

**Telephone:** 0844 372 1892 Ext 8451

## **Connexions**

**Website:** <https://www.newcastle.gov.uk/services/schools-learning-and-childcare/post-16-and-adult-learning/connexions>

**Telephone:** 0191 277 1944

**Address:** City Library, NE1 8AX



## Shaw Trust

**Email:** [support@shaw-trust.org.uk](mailto:support@shaw-trust.org.uk)

**Website:** <https://www.shaw-trust.org.uk/>

**Telephone:** 0300 30 33 111

**Address:** Black Country House, B69 2DG

## Northern Learning Trust

**Email:** [enquiries@northernlearningtrust.org.uk](mailto:enquiries@northernlearningtrust.org.uk)

**Website:** [www.northernlearningtrust.org.uk](http://www.northernlearningtrust.org.uk)

**Telephone:** 0191 271 0131

**Address:** Cheviot House, NE3 2ER

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## Related Articles

[Council Tax Support](#)

[Jobseeker's Allowance \(JSA\)](#)

[Lifelong Learning](#)

[Age discrimination](#)

[Computer classes and Information Technology \(IT\) support](#)

[Redundancy](#)

[Retirement](#)

[Flexible working](#)

[Self-Employment](#)

[Employment and Support Allowance \(ESA\)](#)