

14 February 2013

Job Vacancy / Information Bulletin for young people

A collection of current job vacancies, training opportunities and information, from various sources



www.youngsouthampton.org/facebook



Happy
Valentines
Day



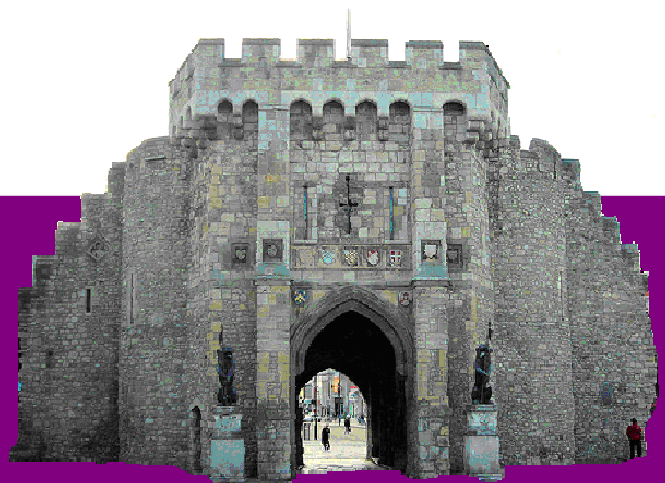
Need help or advice now?

If you live in the:
East of Southampton
West of Southampton
Please see final page for details of advice drop-ins.

Call 023 8091 7754
Call 023 8091 7747
No appointment needed

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Daily Echo Vacancies

14 February 2013

Please consult the relevant edition of the ECHO or visit the website for further details as all information below has been abbreviated. Vacancy information correct at time of publication.

Some employers are unable to employ young people directly from school due to age restrictions in their insurance policies, so please check at the time of application.

Technician Apprenticeships	Page 17	
BAE Systems The Technician Apprenticeship programme is a combination of Further Education at a local College and on the job training across a variety of Engineering Function disciplines. The programme offers mechanical, electrical and electronic opportunities within the BAE Systems Maritime business, operation from a number of locations across the South of England. Four Year apprenticeship. Entry Requirements: 5 GCSEs (C or above) or equivalent including Maths, English and Double Science and 2 A Levels (C or above) or equivalent including Maths and Science or Technology or BTEC National (Merit or above) in an Engineering Science or IT discipline. Closing date 31 March 2013 - www.baesystems.com/apprentices		
Lunchtime Assistant	Page 25	Southampton
Rosewood Free School 12.5 hours per week 11.30am - 2.00pm daily term time only. One year fixed term contract. Required to work with children with profound and multiple learning difficulties. Closing date: Thursday 28 February For more information please visit: www.rosewoodfreeschool.org.uk or call 023 8072 1207		
Appointment Makers	Page 27	Southampton
Immediate starts. Join a team of telemarketing call centre staff. You will be representing leading financial advisers across the UK and full training will be provided. Full time and part time positions. Please call 02380 892444 for more details.		

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

www.dailyecho.co.uk/jobs

Administration Assistant	Page 25	Southampton
<p>Merck You will be responsible for carrying out a wide range of administrative tasks and providing reception services to ensure that all visitors and staff are dealt with in an efficient and courteous manner. Duties include: Processing of purchase orders, secretarial support (PowerPoint, Excel, Word and Lotus Notes), managing travel requirements, handling post, arranging couriers etc. You will need to be fully IT literate, well organised with an attention to detail. Please apply to lucie.bond@merckgroup.com for further details and to apply. Closing date: 8th March</p>		
Business Development Support	Page 26	Southampton
<p>Raglan Housing Full time £17,148 (35 hours per week) Ref: 1071 Part time £8,574 (17.5 hours per week) Ref: 1072 You will be the initial point of contact for shared ownership enquiries so you must be an excellent communicator who is able to respond quickly and clearly. You must be able to use your own initiative. Confident use of Microsoft Word, Excel and Outlook is required. To apply please visit www.raglan.org/jobs or e-mail jobs@raglan.org quoting the relevant reference number.</p>		
Apprenticeships	Page 26	Hamble, Southampton
<p>GE Aviation Four year apprenticeship. You will learn skills and competencies in some of the following areas: Mechanical manufacturing techniques on aircraft products, Hand and aircraft fitting, Sheet metal working, Machining discipline, Electrical Maintenance, Mechanical Maintenance. You will gain an NVQ3 and BTEC National Certificate in Aeronautical, Mechanical Maintenance or electrical Maintenance Engineering. To find out more please visit: www.ge.com/careers or call 01242 661317</p>		
Cleaner	Page 28	Totton
<p>Some experience necessary. 5 - 6 hours per week. £8.00 per hour. Call Crystal Cleaning on 01590 678469</p>		
Domestic Cleaners	Page 28	Southampton
<p>Must have own transport and experience. E-mail: Southampton@diamondhomesupport.com</p>		

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

www.dailyecho.co.uk/jobs

Medical Receptionist	Page 28	Totton
<p>Required to work part time (9 hours per week) as part of a friendly team. To apply please send your CV with cover letter to: Practice Manager, Testvale Surgery, 12 Salisbury Road, Totton SO40 3PY or e-mail to: practicemanager@testvalesurgery.co.uk Closing date: Friday 22 February</p>		
Post office counter clerk	Page 28	Southampton
<p>Part time. Training provided. Apply in writing to: S Craig, Shirley Avenue Post Office, Southampton SO15 5RF</p>		
Nursery Nurse	Page 28	Southampton
<p>With working experience and good knowledge of EYFS. Also student positions available. For more information call 02380 760700 or e-mail your CV to: nicky@bpdn.co.uk</p>		
Receptionist	Page 28	Sholing
<p>Required for large GP Surgery. 16 - 21 hours per week. Experience of working in a busy healthcare environment preferred. Training provided. Flexibility required. Forms can be downloaded from www.chesselpractice.nhs.uk to be returned to the Patient Services Manager. Closing date 22 February.</p>		
Plant Nursery Assistant	Page 28	Romsey
<p>20 hours per week including some weekends. Tel: 01794 322566</p>		



Pro Rata - in proportion
(pay in proportion to hours worked)

Per Annum- by the year
(annual salary)

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

www.dailyecho.co.uk/jobs

bluestar 

**have
you got
what it
takes?**

**Southampton's award
winning bus company
is expanding...**

Bluestar is about to pilot a
Passenger Carrying Vehicle
Driving (Bus and Coach)
Apprenticeship Scheme.

We are looking to take two
young persons and train them
to become professional drivers
over a three year period.

The scheme will take in all
aspects of the business
including Engineering and
Service Delivery.

Successful applicants will be
required to attend a training
academy based in Bristol.

To apply, contact Cathie Kesley

023 8068 7022

cathie.kesley@bluestar.co.uk

bluestar.co.uk



Part of the **Go-Ahead** Group

LOOKING FOR WORK in
Driving
Cleaning
Gardening
Administration
Catering
Portering
or Health Care?

Then the CARE INDUSTRY needs YOU!



Come to the Health Information Event on
Monday 25th February 2013
10am to 3pm
Southampton City Council, Civic Centre.

Speak to Employers and Training Providers
regarding opportunities in this sector.

Apprenticeships
Volunteering
Private Health Employers
Public Health Employers
Healthy Living
NHS
Colleges
And more



Visit this website for further information
www.paultonspark.co.uk/jobs

SEASONAL EMPLOYMENT 2013

Monday 7th January 2013 | Seasonal

Paultons recruits a large number of seasonal staff each year to work in various areas of the Park including catering, retail and park operation departments. We look for cheerful, outgoing people who enjoy working in a leisure environment. We offer full training and induction for all positions.

Paultons re-opens for the 2013 season on **Sunday 17th February**. We have a few vacancies commencing on this date for the following full or part time seasonal positions. We will also be recruiting again in March for people to commence at Easter.

- **CATERING ASSISTANTS** ([Download Job Description](#)) Min age 16+
- **RETAIL AND ADMISSIONS ASSISTANTS** ([Download Job Description](#)) Min age 16+
- **GATE ATTENDANTS** ([Download Job Description](#))
- **RIDE OPERATORS** ([Download Job Description](#)) Min age 17+
- **FIRST AID NURSES** ([Download Job Description](#))
- **FIRST AID/LOST CHILD ASSISTANTS** ([Download Job Description](#))
- **EDUCATION ASSISTANTS** ([Download Job Description](#))
- **RETAIL & ADMISSIONS TEAM LEADER – RIDE PHOTOGRAPHY** ([Download Job Description](#))
- **[DOWNLOAD SEASONAL APPLICATION FORM](#)**

How to Apply:

1. Download the relevant job description for the role you are interested in.
 2. Download an application form
 3. Complete application fully making sure you clearly state which days you are available for work and return to: Recruitment Team, Paultons Park, Ower, Nr Romsey, The New Forest, Hants SO51 6AL
 4. Alternatively e-mail to: recruitment@paultons.co.uk. Please note CV's cannot be accepted without a completed application form
 5. If you need any further assistance please telephone 023 8081 4442.
- Any minimum age restrictions shown on job descriptions are for reasons of health and safety.

Printing Crazy!

Units 12 + 15,
Mitchell Point,
Ensign Way,
Hamble. SO31 4RF.

Embroidery Machine Operator Apprenticeship

Initial 9 month contract, with possible long term offer. Immediate start on successful interview

Starting wage: £4.50 per hour gross (16-17yrs)

Starting wage: £5.50 per hour gross (18-20yrs)

21 years + : £6.28 per hour gross. This rate would be suited to age and experience and therefore is not a fixed amount.

9am - 5.30pm Mon-Fri, plus possible flexible overtime.

Opportunity for a school / college leaver. You will be required to learn the skills within the embroidery department at Printing Crazy, learning Wilcom software to run a 6-head embroidery machine, learning to be methodical, to load, run, and unload the embroidery machine, and pack goods ready for collection. There are also other skills to learn throughout the company if the candidate is interested to expand their knowledge and pay rate.

All training offered on site.

You should be reasonable in English, Maths, Graphics or Art, Computer skills and some knowledge of artwork file types. Operating an embroidery machine requires quick thinking, careful methodical hooping up and fast production, this is vital for this position.

Qualities required are:

Honesty, Integrity, Friendly, Good work ethic, Reliable, Enthusiastic, Hard Working, Eager to learn, Trustworthy, Fun.

This is a fast hard working atmosphere and team spirit is of the utmost importance.

Send your CV to:

Kate@printingcrazy.com

www.printingcrazy.com



Working with children

Children & Young People Now Jobs
www.cypnowjobs.co.uk is the specialist job site. The site includes vacancies across all sectors, including youth justice, youth work, childcare & early years, education, health and social care.
Childminders, Babysitters, Nannies
www.freedomchildcare.com can offer flexible temporary work through to permanent work. Experience with children is essential and a level 2 or 3 qualification essential for Nursery and pre-school positions.
Creche workers
www.mobilecreche.biz You will need to have a level 2 NVQ qualification, have first aid experience, proof of ID and experience of working with children aged 0-8 / 8-14 to register on this website. Tel: 0800 4580 187 E-mail: vacancies@mobilecreche.biz

CURRENT VACANCIES

Job Vacancy:	Location:	Contact No:
Deputy Lead Practitioner	Sparklers Pre-School	023 80344377
Early Years Practitioner	Rainbow Pre-School	023 8070 1601
Modern Apprenticeship	Hardmoor Early Years Centre	023 8055 2220
Nursery Nurse	Westwood Park Day Nursery	023 8067 2551
Nursery Nurse	Redroofs	02380 444679
Deputy Lead Practitioner	Bitterne Manor Pre-School	07891 169086
Assistant Practitioner	Bitterne Manor Pre-School	07891 169086



Please check this website for further details:
www.youngsouthampton.org/working-with-children

For an up to date list, contact Southampton Children and Young People's Information Service on 0800 169 8833, or e-mail cypis@southampton.gov.uk,

Jobcentre Plus Vacancies

Hundreds of vacancies are displayed on this website.
Here are just a small selection in Southampton

Job Title/ Ref No	Details	Info:
<p>Customer Adviser - 467651</p> <p>LLOYDS BANKING GROUP</p>	<p>Salary £14,670.00 - 16,300.00 per year Job ref 467651</p>	<p>Apply on-line at the website at the bottom of the page.</p>
<p>Sales/ Marketing Assistant</p> <p>Rainbow International</p>	<p>Duties:</p> <p>Sales and marketing activities include:</p> <ul style="list-style-type: none"> · Contacting existing and potential customers with a view to arranging sales appointments. · Follow up quotes and progressing sales enquiries. · Maintaining CRM database. · Producing mailshots. · Creating a Marketing Plan and monitoring its progress. · Agreeing and monitoring the Marketing Budget. · Other sales/marketing activities as required. <p>Data input ie:</p> <ul style="list-style-type: none"> · Creating and updating jobs on system database. · Downloading digital photos from camera onto computer and filing them accordingly. · Scanning/uploading documents and photos onto database. <p>General word/text processing ie:</p> <ul style="list-style-type: none"> · Letters. · Labels. · Producing forms. <p>Telephone liaison with various agencies.</p> <p>Any other administration duties as required.</p>	<p>Salary 14,000.00 - 16,000.00 per year</p> <p>Contact information 02380644446</p> <p>Rainbow International, Unit 3 Shakespeare Business Centre, Hathaway Close, Eastleigh, SO50 4SR. Tel: 02380 610576 Fax: 02380 610619</p>

Job Title/ Ref No	Details	Info:
CATALOGUE DISTRIBUTORS Company confidential	Job description This is a self employed vacancy. The principal duties for this position are delivering and collecting Betterware catalogues and delivering the orders they produce to the customers. No outlay for catalogues or anything else is expected from applicants. Hours are flexible to suit applicants or those needing a second income. This is a Commission only position. The company has given an assurance that this vacancy enables workers to achieve a wage equivalent to the National Minimum Wage rate.	To apply phone 0845 5197068 or application form at www.epcrs.co.uk/Betterware
CSCS General Labourer O'Neill & Brennan	This vacancy is currently being advertised on behalf of O'Neill and Brennan who are operating as an employment agency. We are looking for general labourers who hold valid CSCS cards. Duties will include clearing, sweeping, moving materials and helping trades on site. Ongoing work available.	Salary £6.08 - 7.00 per hour Contact information 01329227626
M&S ENERGY SALES ADVISOR	You must have direct sales experience i.e. venue sales, door to door, business to business, and you must have a driving license and vehicle. This is a full time permanent role, working on a rotation between Southampton and Portsmouth area. Will include some weekend work. Fully paid 5 day training will be provided. Guaranteed basic salary is paid, plus commission, plus bonuses for sales achieved. Additional benefits also available.	Apply online at www.ssejobs.co.uk , selecting M&S Energy Sales from the Category field or for further information about the role please contact Louise on 02920 249143
CLEANER Company confidential	MARCHWOOD - Office Cleaner, Marchwood Industrial Estate. General Office Cleaning duties working as part of a team Monday to Friday 5.00pm to 7.00pm 10 HOURS IN TOTAL	Salary £65.00 - 65.00 per week £6.50 per hour Job reference code MPL/001 Contact information 02380 870634

Hampshire Constabulary

HR Assistant - Southampton Central - Ref:1312977

To support the HR Officer/HR Advisor or other HR Manager to provide a customer focused HR administrative service in one of the assigned areas in Employee Services, Recruitment, HR Service Centre or Organisational Support.

Fairness and Equality forms a part of Hampshire Constabulary's Core Values and this will therefore form an integral part of the recruiting and selection process. Although Fairness and Equality may not be assessed or questioned as a stand-alone topic, it will be threaded throughout the recruiting and selection process. It is therefore advisable that you are able to provide positive evidence in this area.

Please note that interviews are likely to be held 13th / 14th March 2013.

Hours	37 hours
Advertised Salary	£17,188 - £18,343
Shift Work	No
Closing Date	3 Mar 2013

PSD Administrator - Totton (Temporary until 31/03/2014) - Ref:1312903

To provide administrative support, including audio typing, to the officers and support staff of the Professional Standards Department.

Fairness and Equality forms a part of Hampshire Constabulary's Core Values and this will therefore form an integral part of the recruiting and selection process. Although Fairness and Equality may not be assessed or questioned as a stand-alone topic, it will be threaded throughout the recruiting and selection process. It is therefore advisable that you are able to provide positive evidence in this area.

It is likely that the interviews will be held the week commencing 4th March 2013.

Hours	37
Advertised Salary	£16,024 - £18,343
Shift Work	No
Closing Date	22 Feb 2013



Southampton University

Administrative Assistant

Location: Highfield Campus

Salary: £15,658 to £18,005

Full Time Permanent

Closing Date: Tuesday 19 February 2013

Reference: 202513TX

You are invited to apply for the post of Administrative Assistant to join the Academic Environment Team of the Faculty Operating Service. You will be responsible for providing general administrative and secretarial support to the Senior Administration Officer (SAO) with particular responsibility to cover reception.

You will be expected to have previous work experience within an administrative role. Good communication skills are essential as is the use and maintenance of confidentiality in data management at all times. The post will require the holder to possess excellent interpersonal skills and customer service skills.

The closing date for this post is 19 February 2013. Please apply online through www.jobs.soton.ac.uk or alternatively telephone 023 8059 2750 for an application form. Please quote vacancy reference number 202513TX on all correspondence.

Library Assistant

Hartley Library

Location: Highfield Campus

Salary: £13,486 to £13,839 Pro rata per annum

Term Time Only Permanent (25 Hours per week)

Closing Date: Tuesday 19 February 2013

Reference: 203013KX

Applications are invited for the part-time post of Library Assistant, Loan Services at the Hartley Library. The post is for 25 hours per week for 36 weeks covering University term-time.

Working as part of a team, you will be responsible for the efficient processing of returned items, including shelving and maintaining shelf order. You will need to be flexible, enthusiastic and adaptable and able to work to a high degree of accuracy. All library staff have regular contact with staff and students and effective communication and interpersonal skills are essential. A good level of computer literacy and familiarity with a library environment is highly desirable.

The hours are: Sunday 09.00 -17.00, Monday – Wednesday 15.00 – 21.00

The closing date for this post is 19 February 2013. Please apply online through www.jobs.soton.ac.uk or alternatively telephone 023 8059 2750 for an application form. Please quote vacancy reference number 203013KX on all correspondence.

www.jobs.soton.ac.uk

Southampton University

Early Years Practitioner

Early Years Centre

Location: Highfield Campus

Salary: £15,658 to £18,005

Part Time Permanent

Closing Date: Monday 25 February 2013

Interview Date: To be confirmed

Reference: 202013EW

We currently have the opportunity for a highly motivated individual to join our team within the University's Early Years Centre. This is a role which requires commitment and enthusiasm.

You will be responsible for helping in the delivery of a quality provision of care and education for children under five. Applicants should be able to multi-task, communicate effectively, plan activities for children under supervision and complete allocated work on time.

The successful candidate will be required to work 25 hours per week, and will work flexibly to provide services to a range of customers.

Applicants must have a NVQ Level 3 in Childcare and Education/CACHE Diploma/NNEB or equivalent

A satisfactory Criminal Records Bureau Disclosure at Enhanced level is also required.

For an informal discussion please contact the Centre Manager, Telephone (023) 8059 3465, email: eycentre@soton.ac.uk

The closing date for this post is 25 February 2013. Please apply online through www.jobs.soton.ac.uk or alternatively telephone 023 8059 2750 for an application form. Please quote vacancy reference number 202013EW on all correspondence.

B & Q Vacancies

To apply visit: www.diy.com and select **Careers** at the bottom of the page

Select '**Find your job**' and '**Go**'.

Select '**Search for jobs**'

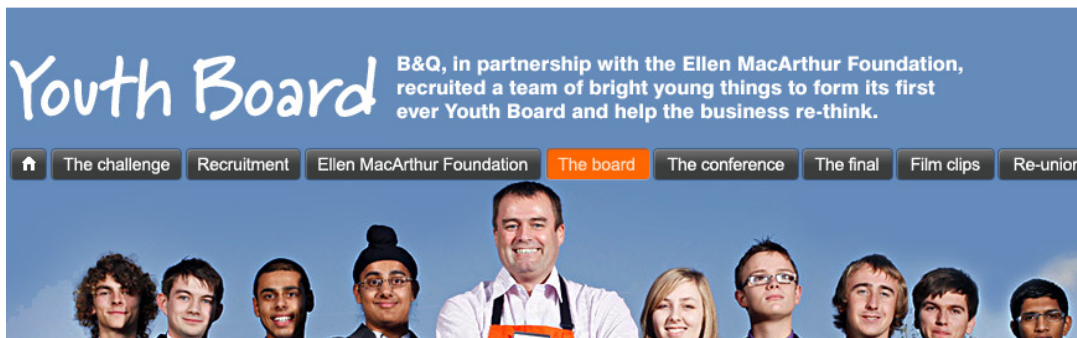
Type the **job number (Requisition ID)** in the top box

B&Q Customer Advisor — Showroom Department

-
Contract Type : Part-time
Work Locations :
B&Q EASTLEIGH,
Shakespeare Road,
Eastleigh, SO50 4SF
Requisition ID : 1300000715
Advertised Salary Bandings Up to
10,000 Pound Sterling (GBP)

Accounts Administrator

-
Contract Type : Full-time
Work Locations :
B&Q Store Support Office,
B&Q House Chestnut Avenue, Chandlers
Ford,
Eastleigh, SO53 3LE
Requisition ID : 1300000753
Advertised Salary Bandings 16,000 -
18,000 Pound Sterling (GBP)



Youth Board B&Q, in partnership with the Ellen MacArthur Foundation, recruited a team of bright young things to form its first ever Youth Board and help the business re-think.

Home The challenge Recruitment Ellen MacArthur Foundation **The board** The conference The final Film clips Re-union

A banner for the B&Q Youth Board. It features a row of ten diverse young people's faces. Above them is a navigation menu with buttons for 'Home', 'The challenge', 'Recruitment', 'Ellen MacArthur Foundation', 'The board' (highlighted), 'The conference', 'The final', 'Film clips', and 'Re-union'. Text above the banner reads: 'B&Q, in partnership with the Ellen MacArthur Foundation, recruited a team of bright young things to form its first ever Youth Board and help the business re-think.'



www.diy.com

Hotel / Catering Vacancies

<u>Room Attendant</u>	The Hilton
<u>Receptionist</u>	The Hilton
<u>Room Attendant</u>	The Hilton
<u>Kitchen Steward</u>	The Hilton
<u>Accounts Assistant-Part Time</u>	Jury's Inn
<u>Administrator - 11am-8pm- (Mon to Fri)</u>	Orchardoak Recruitment
<u>Senior Spa Therapist</u>	De Vere Hotel
<u>Full Time Room Attendant</u>	Marriott



Please visit this website for details of this week's jobs and many more!

www.caterer.com

Fast Food

Domino's Pizza

www.dominos.co.uk

Pizza Hut

www.careersatpizzahut.co.uk

Burger King

www.bkcareers.co.uk/crew.aspx



Subway

www.subway.co.uk/business/careers/default.aspx

KFC

www.kfc.co.uk/join-us

**McDonalds Vacancies available this week -
visit the site below:**

Title	Restaurant Name	Employment Type	Shift
Crew Member	Asda Totton	Full Time	Fully Flexible
Crew Member	Black Cat	Full Time	Overnight
Crew Member Retail Park Overnights 18yrs	Southampton Esplanade	Part Time	Overnight
Customer Care Assistant	Asda Totton	Part Time	Fully Flexible
Crew Member	Black Cat	Full Time	Fully Flexible
Crew Member Shirley	Shirley Road, Southampton	Full Time	Fully Flexible
Maintenance Person	Shirley Road, Southampton	Full Time	Fully Flexible
Customer Care Assistant	Shirley Road, Southampton	Full Time	Fully Flexible

www.mcdonalds.co.uk/ukhome/People/Join-the-team.html

West Quay Vacancies

Front of House & Back of House Team Members

Yo! Sushi

Front of House and Back of House Team Members required for our restaurant in WestQuay.

Previous restaurant experience preferable but not essential as full training will be given.

To apply: please hand your CV into our restaurant situated on the Dining Level.



www.west-quay.co.uk

Marlands

Threading Staff - Brow Bar

Threading Staff required
Must have experience
Apply in store

The logo for Fredericks Chocolates, featuring the brand name in a stylized, cursive font with a red underline, set against a dark red rectangular background.

Full Time Apprentice - Fredericks
Full Time Apprentice required with NVQ level 2 qualifications.
Ask in store for more details and to apply.

The logo for The Perfume Shop, consisting of the words 'THE PERFUME SHOP' in a bold, sans-serif font, with 'THE' and 'SHOP' in smaller letters on either side of 'PERFUME', all in white on a black background with red accents.

Deputy Manager - The Perfume Shop
Deputy Manager required 37.5 hours per week. Must have managerial experience.
Apply via www.theperfumeshop.com



CEX - Full and Part Time Positions
Full and Part Time positions available. For more details or to apply please call into the store with your CV.

Information taken from the website below on 14 February 2013

http://intomarlands.co.uk/job_opportunities

NHS Vacancies

Administration Assistant

Posted: 13/02/2013

NHS Commissioning Board

Stage 2d Applicants who were unsuccessful in securing a post as a result of the matching process or for whom there was no match, at the same pay band irrespective of function Individuals at stage 2d will be given priority in any application process over the limited ring-fence pools. Stages 3a / 3b Applicants must be substantively employed by an...

£18,652 - £21,798

Southampton

Permanent

Closing date

24/02/2013

Secretary

Posted: 13/02/2013

Southern Health NHS Foundation Trust

We are looking for a part-time secretary to provide support to clinicians within psychological services in the West Area. The post is based within Winchester but occasional travel to other bases will be required. You will be joining another band 3 secretary and a band 4 Administrator.

£16,110 to £19,077 pa pr

Southampton

Permanent

Closing date

24/02/2013

Please visit the website below as there are lots more vacancies displayed

www.jobs.nhs.uk

NHS Vacancies

Administration Assistant

Posted: 13/02/2013

NHS Commissioning Board

Stage 2d Applicants who were unsuccessful in securing a post as a result of the matching process or for whom there was no match, at the same pay band irrespective of function Individuals at stage 2d will be given priority in any application process over the limited ring-fence pools. Stages 3a / 3b Applicants must be substantively employed by an...

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Southampton

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24/02/2013

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Posted: 13/02/2013

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£16,110 to £19,077 pa pr

Southampton

Permanent

Closing date

24/02/2013

Please visit the website below as there are lots more vacancies displayed

www.jobs.nhs.uk

NHS Vacancies

Patient Experience Data Entry Clerk

Posted: 04/02/2013

Southern Health NHS Foundation Trust

Southern Health NHS Foundation Trust is committed to providing effective mechanisms for our patient's to provide us with feedback that can be used to continuously improve the services we deliver. As part of the patient experience administrative function you will be responsible for providing all clinical teams within the Trust with a patient experience survey that is given to patients...

£14,153-£17,253 pro rata

Tatchbury Mount

Permanent

Closing date

22/02/2013

Pharmacy Invoice Clerk

Posted: 01/02/2013

Portsmouth Hospitals NHS Trust

Pharmacy Invoice Clerk - Band 2 Portsmouth Hospitals NHS Trust is one of the largest acute hospital trusts in the country. We provide a full range of services to more than 650, 000 people across Portsmouth, South East Hampshire and West Sussex. Most services are provided at Queen Alexandra Hospital but we also offer a range of outpatient and diagnostic facilities...

£14,153 to £17,253 per annum

Hedge End

Permanent

Closing date

15/02/2013

Please visit the website below as there are lots more vacancies displayed

www.jobs.nhs.uk

NHS Vacancies

Ward Secretary

Posted: 07/02/2013

University Hospital Southampton NHS Foundation Trust

An exciting opportunity has arisen for reliable, well organised, adaptable administrator/secretary to provide an efficient secretarial support service for the Senior Charge Nurse and his team on G8 Ward at Southampton General Hospital. We are looking for candidates who possess good communication & organisational skills. An RSA2 or Business Administration qualification is essential. You will need to be competent in...

£16,110 - £19,077 pro.rata

Southampton General Hospital, Southampton

Permanent

Closing date

21/02/2013

Administrator

Patient Experience and Clinical Outcomes

Posted: 04/02/2013

Southern Health NHS Foundation Trust

Southern Health NHS Foundation Trust is committed to providing effective mechanisms for our patient's to provide us with feedback that can be used to continuously improve the services we deliver. As part of the patient experience administrative function you will be responsible for providing all clinical teams within the Trust with a patient experience survey that is given to patients...

£16,110-£19,077 pro rata

Tatchbury Mount

Permanent

Closing date

22/02/2013

Please visit the website below as there are lots more vacancies displayed

www.jobs.nhs.uk

City / County Councils

Vacancy Title	Council	Area	Closing Date	Salary	Hours Per Week
Apprentice Compliance Administrator	Other Organisations	Totton	17 Feb 2013	£115 or £135 per week	Full Time
Cleaner - Bitterne Park Infant School	Southampton City Council	Southampton	27 Feb 2013	Between £6.30 - £6.63 per hour depending on experience	10 hours per week
Cleaner - Valentine Infant School	Southampton City Council	Southampton	6 Mar 2013	Between £6.30 - £6.63 per hour	10 Hours Per Week
Customer Services Advisor - 232962	Southampton City Council	Southampton	15 Feb 2013	£6,719 - £8,869	15.25
NVQ Level 3 Modern Apprentice in Childcare & Education - Hardmoor Early Years Centre	Southampton City Council	Southampton	28 Feb 2013	£12,489 (pro rated to £12,151)	36 hours per week (early & late alternating shifts) College Tuesday evenings
Receptionist - St John's Primary and Nursery School	Southampton City Council	Southampton	25 Feb 2013	£14,733 - £19,126 Depending on experience	37.5 Hours Per Week
Library Assistant - Eastleigh (HCC1308206)	Hampshire County Council	Eastleigh	20 Feb 2013	£15,138 - £17,034 per annum, pro rata	5 hours
Marketing Assistant (intern)	Eastleigh Borough Council	Eastleigh	18 Feb 2013	£12,144 (pro rata)	30 hours a week



Hampshire
County Council

Supermarkets

www.tesco-careers.com/jobsearch.cfm

www2.sainsburys.co.uk/aboutus/recruitment/careers_new.htm



www.jlpjobs.com/jobs/waitrose-jobs.htm

www.asda.jobs

www.co-operative.jobs

www.morrisons.co.uk/corporate/work-with-morrisons

www.aldirecruitment.co.uk

www.lidl.co.uk then select CAREERS

www.tesco-careers.com

Or just call in and ask about jobs - most stores have a noticeboard



HOME BASE

Check out the Recruitment section at the bottom of the page.
Download an application form and apply either to the Millbrook or Hedge
End stores. www.homebase.co.uk

Volunteering

Voluntary work can be rewarding and give you the skills to help you into work

Visit these websites for more information



www.jobcentreplus.gov.uk

www.southamptonvs.org.uk

www.do-it.org.uk

This week's featured opportunity:

Volunteer Play Assistant

West End Gateway Children's Centre

About the opportunity

Volunteers are required to help at sessions for parents and children under five years old. Tasks include setting out and clearing away activities, helping with play, activities and crafts. There are sessions on Tuesday afternoons, Wednesday mornings and Friday mornings.

About West End Gateway Children's Centre

Stay and Play Sessions - Wednesday 9.30-11.30am at Townhill Farm Community Centre; Baby Time Under Ones Group - Friday 10-11.15am at Townhill Farm Community Centre; Supporting Baby Clinic on Tuesdays 1-2.30pm at Townhill Farm Community Centre

What are they looking for?

Experience of child care or parenting an advantage but patience, enthusiasm and a willingness to get messy essential.

Visit www.do-it.org.uk for more details of this opportunity

Something valuable to add to your CV * Improve future employment prospects
Help your local community

INFORMATION

JOB PROFILES

CLEANER

As a cleaner, you would be responsible for cleaning the inside of any type of building or transport. You could have other job titles, such as domestic service assistant or cleaning operative. Keeping the areas in which we live and work clean is important work, as it makes our lives safer and more pleasant.

To be a cleaner, you will need to have reading skills for following job and safety instructions. You will need physical fitness. You will also need to be reliable and trustworthy.

The work

You could have general cleaning duties or specialise in certain types of cleaning. These could include:

- cleaning carpets and upholstery
- stripping and re-sealing hard floor coverings
- cleaning premises where food is prepared
- industrial cleaning of new buildings
- house and squat clearance
- cleaning passenger vehicles
- cleaning at heights, using either ladders or mobile access equipment
- clearing up after fires, floods or building work
- crime scene cleaning.

You would need to know which cleaning chemical to use for each task, and follow safety procedures; for example, when using solvents to remove graffiti or oils.

You may have to do some simple maintenance of the equipment you use, and check the stock levels of cleaning materials.



Starting Salary	£12,000
Hours per week	35 - 40

For more information visit: www.nationalcareersservice.direct.gov.uk

Why not visit our **facebook** page?

www.youngsouthampton.org/facebook

Don't forget to



212 people are currently receiving updates on jobs / training and general information from us ... ***why don't you too?***

smartcities card

Southampton City Council 'smart' card that can be your bus pass, donor card, library card, leisure card or your ID card.

Do you need a PROOF OF AGE card?

The Proof of Age Standards Scheme (PASS) is a UK-wide accredited proof of age scheme, backed by the British Retail Consortium, the Home Office, Trading Standards Institute, the Association of Chief Police Officers (ACPO) and Southampton City Council to help retailers stay within the law when selling age-restricted goods.

Applicants applying for PASS must supply Smartcities with a recent, passport quality photograph showing a clear likeness of the applicants head, shoulders and face. Do not wear a hat or dark glasses.

To download the form please visit this website:
www.southampton.gov.uk/living/smartcities/

NATIONAL MINIMUM WAGE

- £6.19 - the main rate for workers aged 21 and over
- £4.98 - the 18-20 rate
- £3.68 - the 16-17 rate for workers above school leaving age but under 18
- £2.65 - the apprentice rate, for apprentices under 19 or 19 or over and in the first year of their apprenticeship

From
1 October 2012
(to be increased 1 Oct 2013)

**Confidential
National
Minimum Wage
Helpline:
0800 917 2368**

www.transportdirect.info

For help with directions and travel

www.fish4jobs.co.uk

Features around 20,000 jobs

www.jobsite.co.uk

Upload your CV & Get Jobs-by-Email

www.fasttomato.com

Careers interactive programme



MORE USEFUL WEBSITES

www.direct.gov.uk/en/YoungPeople/index.htm

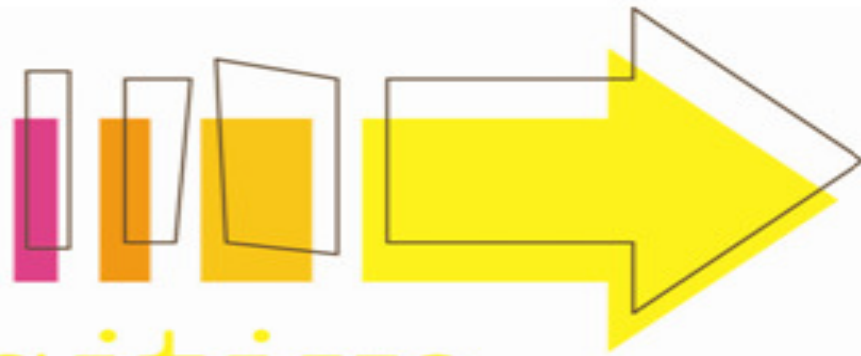
Offers help with careers, work, training, your rights, travel and much more.

www.youngsouthampton.org

Information for young people in Southampton

www.dailyecho.co.uk/jobs/tools/

Submit your CV and the Daily Echo will match it to their jobs.



Positive Directions



Aged 16 – 17?



Not in Education, Training or Working?



No GCSE's? Or GCSE's below a C?

**We can help you to decide your future, we
work with you to achieve your goals!**

**Contact Francesca Prior at City Limits Employment on
02380917585**



Part of the Youth Contract Funded by the Education Funding Agency

Want to move your family forward

BUT.....

I want to be part of my local community – I feel socially isolated

I am concerned about Health or Well-being? How can I work?

I can't use... computers, / email accounts? How do I do that? Internet searches

Childcare

I have no CV – Interviews? How do I do it?

I have not worked for years... Where do I start?



EMPLOYMENT

Family Project

Call us at City Limits Employment on **02380 917585**

Ask to speak to Mandy Burdfield, Francesca Prior or Mandy Jurd
or email for further information:

mandy.burdfield@southampton.gov.uk

francesca.prior@southampton.gov.uk

amanda.jurd@southampton.gov.uk

We want to help you **AND** your family!



TRAINING



Steps 2 Success

Are you aged 16-18?

Not in Education Employment or Training?

Want to develop your skills, gain qualifications or prepare for further learning in September?

Steps 2 Success can offer:

- Short courses
- Part time hours
- Local venues
- Regular start dates

Step Into Learning, Opening Doors and GOALS

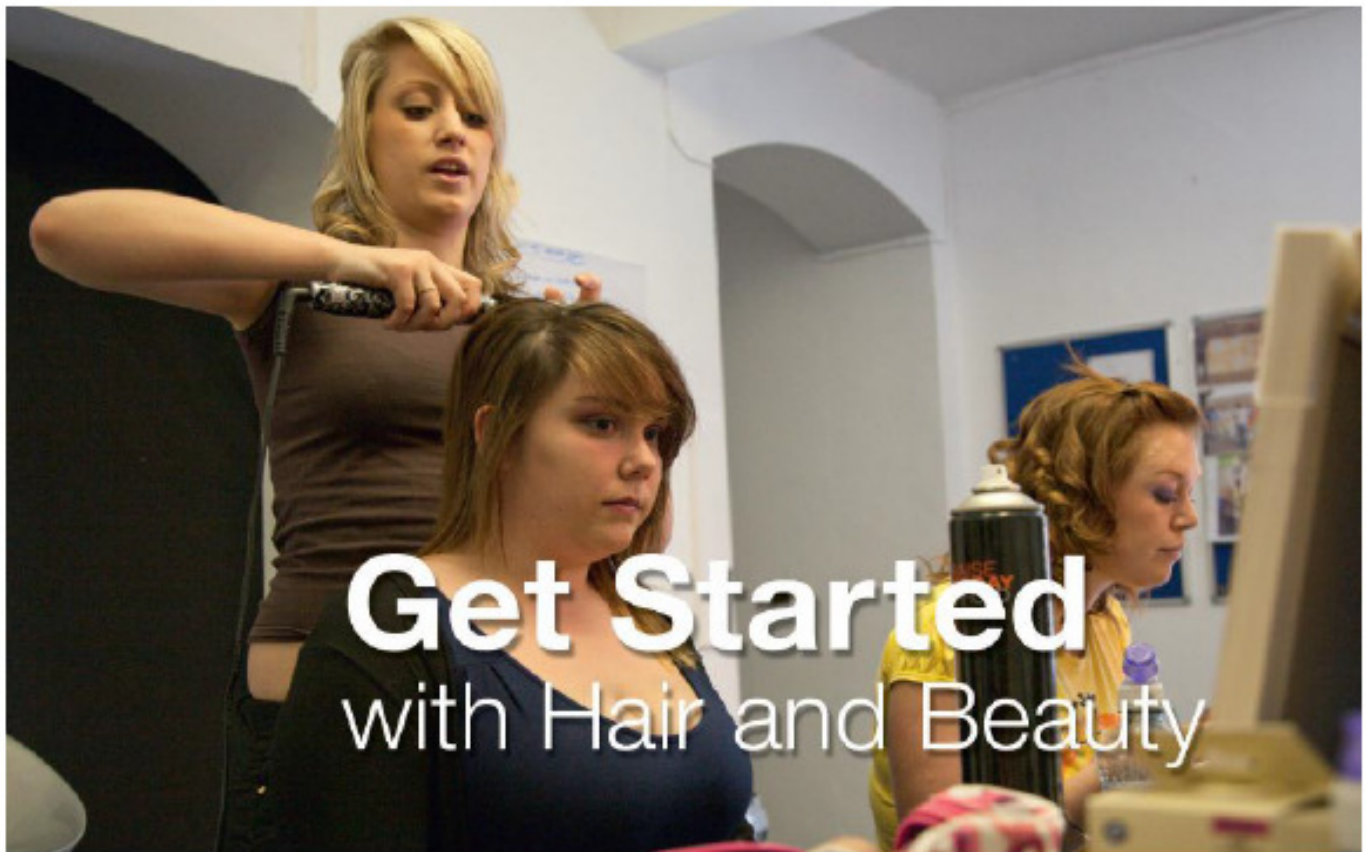
Entry Level/Level 1 courses to assist you to move forward in 2013.

Find out more:

Phone: 023 80874874

Email: info@totton.ac.uk





Get Started with Hair and Beauty

PHASE 2

Believe in children



Pompey, Hants and Solent
Entertainment Service

Co-financed by

Skills
Funding
Agency



European Union
European Social Fund
Investing in you and skills



Young People's
Learning Agency



Prince's Trust

with The Prince's Trust

If you are 16-18 (or 19-25 if you have a registered disability or a learning difficulty) and living in Southampton or Eastleigh and into Hair and Beauty but out of work, then Get Started with us and achieve your goals.

Join our free Hair and Beauty programme where you can:

- gain hands on practical experience in Hair and Beauty
- develop your knowledge and understanding of the Hair and Beauty Industry
- get tips and advice from professionals in the business
- enjoy a fun week improving your teamwork and communication skills and your confidence
- get three months support after the programme to help you into further education, training or employment

Interested?

To register your interest, or for more information, contact:

Shirley Eastwood on 02380 622663 or 07909 545004 or email gssoutheast@princes-trust.org.uk or text HAIR to 07909 545004

~~See if this programme is for you on our Taster day on 12th February 2013~~

This programme runs from 18th to 22nd February 2013 in Southampton



Get Started with Outdoor Activities

with The Prince's Trust



Co-financed by



If you are 16-18 (or 19-25 if you have a registered disability or a learning difficulty) living in Southampton or Eastleigh and into Outdoor Activities but out of work, then Get Started with us and achieve your goals.

Join our free Creative Industries programme where you can:

- take part in outdoor pursuits including high and low ropes, canoeing and kayaking
- gain a relevant qualification to the outdoor activities sector
- enjoy a fun week improving your teamwork and communication skills and your confidence
- get three months support after the programme to help you into further education, training or employment

Interested?

To register your interest, or for more information, contact:

Shirley Eastwood on 02380 622663 or 07909 545004 or email gssoutheast@princes-trust.org.uk or text OUTDOOR to 07909 545004

See if this programme is for you on our Taster day on 27th February 2013
This programme runs from 4th March to 8th March 2013 in Southampton



Prince's Trust

If you are 16-25, unemployed and interested in a career in Cooking, catering or hospitality, join our free training programme where you can:

- receive three weeks training and work placement
- gain a recognised qualification, CIEH Level 2 in Food Safety
- receive hands on training in a work place environment
- improve your teamwork and communication skills and boost your confidence, interview skills and CV
- receive six months' support after the programme to help you find a job

Interested?

~~See if this programme is for on our taster day: 11th February 2013~~

This programme runs from the 18th February to 8th March in Eastleigh.

Contact

For more information contact Sarah Kidd on 07909 545073 or email sarah.kidd@princes-trust.org.uk

EASTLEIGH
COLLEGE
Learning for Success

PHASE 2
Believe in children
Barnardo's
Pompey, Hants and Solent
Engagement Service



Are You 16-18 Years Old?
Not employed, at College or in
training. Why not enjoy
2 Day's Of FREE Activities?

Help a Local Charity



GROUNDWORK
CHANGING PLACES
CHANGING LIVES

Get FREE advice on Jobs &
Training

*Top 10% Of Colleges
In The UK*



*Outstanding
Success*

FREE fun activity with

ACTIVE^{NATION}

Woodmill Activity Centre

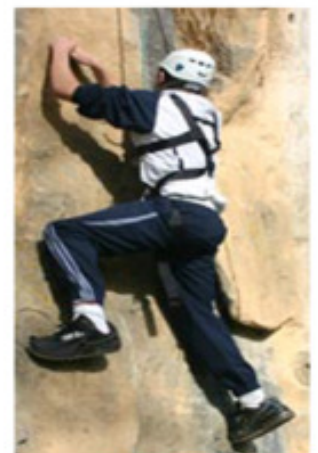
~~28th & 29th November 12 Places~~

~~9th & 10th January 12 Places~~

27th & 28th February 12 Places

17th & 18th April 12 Places

5th & 6th June 12 Places



For More Information Call or Txt
02380 577290 / 07825 854353

Are you:

- 🍃 Looking for a job?
- 🍃 Unsure where to look?
- 🍃 Worried about interviews?
- 🍃 Not sure what skills you have?
- 🍃 Needing a confidence boost?

Yes? Why not try the...



ParkLife Job Club

Starting

Monday February 18th 2013

1pm to 3pm

The Community Room, St. James' Park, Shirley

Special offer for first session!

Special café lunch & hot drink free for every jobseeker, who registers with the club on the day, between 12 and 1pm

There is limited parking at the park. So, if you can, walk, cycle or bus.

Call City Limits Employment: **023 80917585**
or **text** your name & JobClub to **07525855926** to find out more.

Youth Options

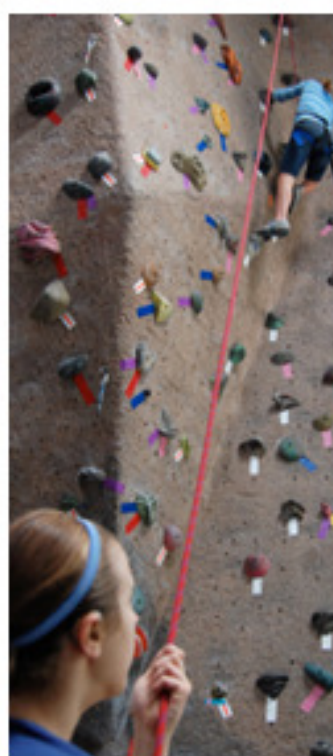
a better future
for young people

Are you aged 16-17?

Fancy a week away full of fun activities?

How about gaining valuable experience
volunteering whilst boosting your CV?

Sign up now!



£30!

Limited places available!

Call Rachael Hancock
07825041996

See reverse for more details



Apprenticeships Deliver National Apprenticeship Week 2013 #NAW2013

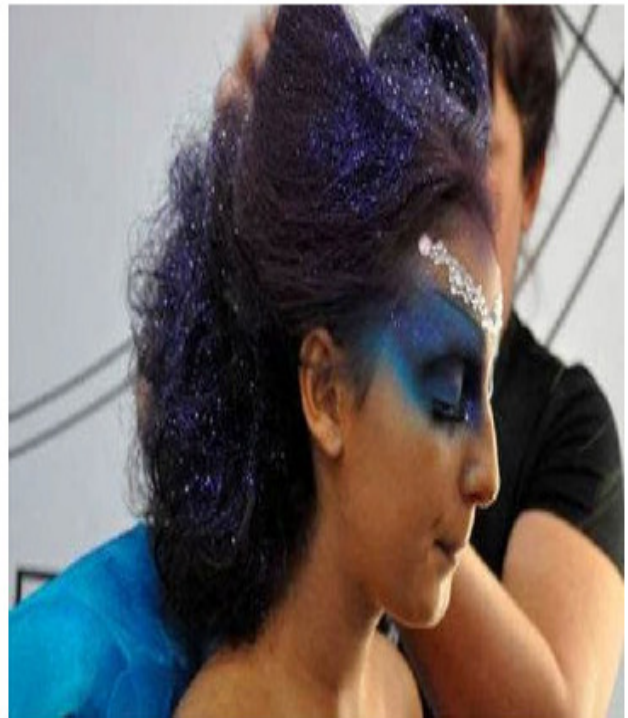


Apprenticeships Event – Tuesday 19 March –

St Mary's Stadium, Southampton

10am – 3pm for school groups 3pm – 6pm open for everyone

- Come and have a go at a range of Apprenticeship related activities, from wiring and plumbing to cocktail making and hair & beauty skills.
- Find out more about Apprenticeships by talking to current apprentices, employers of apprentices and training providers.
- Find out how to register on the Apprenticeship vacancies website and how to apply for Apprenticeships.



If you are interested in bringing a group of students to this event, or would like further information, please contact
Sarah.Sawyer@apprenticeships.gov.uk

In Partnership with:



New Health & Social Care Pre-apprenticeship Programme with Guaranteed Employment

FREE 12 week Health & Social Care Pre-apprenticeship Programme for NEET young people 16-19 who would like to work in the Health & Social Care sector.

The programme has limited places, commencing on the 13th March 2013. Our award winning Quinn training division will be leading the programme, based here in Southampton. All transport needs will be catered for, but preference will be given to young people who have their own transport/means to get around.

This programme is suitable for any NEET young person 16-19 years of age who is **interested in a career within Health & Social Care**. This opportunity is for care of older people, but completion of the full Diploma in Health & Social Care can lead to a variety of careers within this sector.

Successful completion of the 12 week programme will automatically lead to a Guaranteed Apprenticeship with Social Care in Action, either within our Extra Care facilities or Domiciliary Care.

To find out more about this exciting programme or to recommend a young person please give us a call on;
023 8051 6019 or email paula.bennetts@scagroup.co.uk

An informal briefing/interview session for young people will take place on **Thursday 7th March**.



APPRENTICESHIPS

WHAT IS AN APPRENTICESHIP?

Apprenticeships are an excellent way of gaining qualifications and workplace experience. As an employee, you can earn as you learn and you gain practical skills from the workplace.

Do I have to pay anything?

Do I have to pay tax & national insurance?

Do I get paid?



While you are on an Apprenticeship, your employer pays you a salary and supports you whilst you undertake your training. Most of the training is 'on the job' within the workplace however the rest can be provided by a local college or by a specialist learning provider or in some cases it could all be undertaken by your employer.

As is the case of all employees aged over 16, all apprentices must still pay tax and national insurance on their income.

Yes, all employed apprentices will get a wage. The National Minimum Wage (NMW) is currently £2.65 per hour.

However, as skills develop, many employers tend to increase wages – in fact, research has found that apprentices earn an average of £170 net pay per week.

The apprentice NMW applies to all 16 to 18 year olds and to those aged 19 and over in the first year of their Apprenticeship. If you reach age 19 and have completed the first year of your Apprenticeship your employer must pay you at least the full NMW rate for those aged 18 to 20.

APPRENTICESHIPS ON-LINE

Here is the current list of Apprenticeships available in the Southampton area

www.facebook.com/
apprenticeships

Advert	Vacancies	<u>Location</u>	<u>Job Role</u>	<u>Closing Date</u>
Nursery Assistant Apprentice with The Nursery At Itchen College	1	Southampton	Children and Young People's Workforce	20/02/2013
<p>This is a Nursery Assistant role based within a very friendly nursery in Itchen with children from 3 month to 5 years. Working within a qualified and friendly team, you will be caring for the children on a day to day basis.</p>				
<p>Delivered by JHP Training.</p>				
Administrative And First Impressions Apprentice with INTELLIGENT OFFICE UK LIMITED	1	Southampton	Business and Administration (CFA)	19/02/2013
<p>Join Intelligent Office as an Administrative and First Impressions Apprentice, gaining valuable experience and excellent training in all areas of administration.</p>				
<p>Delivered by Key Training Group Ltd.</p>				
Serving and Catering Apprentice with Cue T's	1	Southampton	Customer Service (CFA)	15/02/2013
<p>This role involves working in a busy snooker hall that also has a bar and dining facilities. You will be doing a variety of serving of drinks and food. The employer also hosts a variety of events.</p>				
<p>Delivered by FNTC Training & Consultancy.</p>				
Business Administration Apprenticeship with Peartree House Rehabilitation Ltd	1	Southampton	Business and Administration (CFA)	15/02/2013

The opportunity to work in a business administration role helping to support the running of busy Care rehabilitation unit. This job would involve a range of day to day tasks.				
Delivered by FNTC Training & Consultancy.				
Maintenance Apprentice with Exxonmobil Group	10	Southampton	Engineering Manufacture (Craft and Technician)	14/02/2013
An exciting opportunity to work within a fast-paced and varied engineering environment, maintaining the plant and equipment on one of Europe's largest and most complex oil refineries.				
Delivered by Southampton Engineering Training.				
Apprentice Structural Design Engineer with Swann Consulting Group	1	Southampton	Engineering Manufacture (Craft and Technician)	14/02/2013
Get a grip on structural engineering in this exciting role helping to design mobile telecoms masts and antenna. Your career could reach great heights!				
Delivered by Southampton Engineering Training.				
Business Administration Apprentice with Carillion Construction	1	Southampton	Business and Administration (CFA)	17/02/2013
Carillion Training Services are looking for energetic and enthusiastic individual to take up a new opportunity within our admin team.				
Delivered by Southampton City College.				
Fitness Instructor Apprentice with Fore Fitness Ltd	1	Southampton	Instructing Exercise and Fitness	17/02/2013
Role includes all aspects of running the club including sales, front of house, member inductions, health and safety and cleaning.				
Delivered by Icon Training.				
Apprentice Business Administrator Estate Agency	1	Southampton	Business and Administration	18/02/2013

with Aspire Southampton Ltd			(CFA)	
Opportunity for an apprentice to train in the role of business administrator duties to include Data input, Answering the telephone and dealing with enquiries				
Delivered by Positive Outcomes Ltd.				

Business Admin Apprentice with ASI Environmental Limited	1	Southampton	Business and Administration (CFA)	28/02/2013
Business Administration L2 Apprentice				
Delivered by UK Training & Development.				
Apprentice Administrator (FREE NUS STUDENT CARD IF YOU ARE PLACED IN THIS ROLE!!) with David Ebert & Co	1	Southampton	Business and Administration (CFA)	27/02/2013
If you are interested in Law, this is an outstanding opportunity to work as an Apprentice Administrator. The role will provide you with experience in a prestigious sector whilst working towards an Intermediate Apprenticeship in Business Administration.				
Delivered by Key Training Group Ltd.				
Health and Social Care Apprenticeship with First Choice Community Support Service Ltd	1	Southampton	Health and Social Care (Skills for Care)	28/02/2013
This role will be working in peoples homes offering the needed support.				
Delivered by FNTC Training & Consultancy.				
Business Administration Apprentice – Lettings and Sales with Northwood Southampton Ltd	1	Southampton	Business and Administration (CFA)	20/02/2013
A fantastic opportunity for an apprentice to learn all aspects of the business of estate agency. You will support the administration team with preparing all property details and dealing with clients				
Delivered by PETA Ltd.				
Office Assistant/Junior with Asbestos Surveying Industries Ltd	1	Southampton	Business and Administration (CFA)	21/02/2013
Working in a busy office helping out with general admmissive duties and marketing activities.				
Delivered by Totton College.				
Apprentice Chef with Devere Grand Harbour Hotel	1	Southampton	Hospitality and Catering (People 1st)	28/02/2013
Assistant Chef in The Grand Harbour Hotel Southampton. This post is a very demanding one but very rewarding too.				

Delivered by HTP Training.				
Professional Barista Apprentice with Starbucks Coffee Co	1	Southampton	Customer Service (CFA)	28/02/2013
Starbucks apprentices will have paid employment, training in an artisan skill and customer service whilst gaining level 2 qualifications in Barista Mastery and Customer Service.				
Delivered by Remit Ltd.				
Business Admin Apprentice with Cubic Digital Limited	1	Southampton	Business and Administration (CFA)	22/02/2013
Vibrant graphic design and print company seeking a confident business admin apprentice to assist in daily office duties.				
Delivered by Training Associates Surrey.				
Apprentice Accounts Administrator with Sharma & Co	1	Southampton	Business and Administration (CFA)	19/03/2013
This is a fantastic opportunity for someone interested in a career within the Accountancy industry. You will join Sharma & Co as an Apprentice Accounts Administrator.				
Delivered by Key Training Group Ltd.				
Apprentice Machinist/Fitter with Bootham Engineers Ltd	2	Southampton	Engineering Manufacture (Craft and Technician)	28/03/2013
Production engineering involves some very precise skills that are always in demand. Join us to learn those skills!				
Delivered by Southampton Engineering Training.				
Hairdressing Apprenticeship with Fresh Air	1	Southampton	Hairdressing (Skills Active/ Habia)	11/03/2013
Friendly, busy, local salon in Shirley that has a broad range of clientele and offers fantastic training				
Delivered by Above Bar College.				
Energy Company Apprenticeship (Southampton) with SSE PLC	2	Southampton	The Power Industry	17/03/2013
We are looking to recruit talented people for our 2013 programme offering electrical, gas and mechanical apprenticeships as well as multi-skilled craft Modern Apprenticeships.				
Delivered by Sse Services Plc.				
Apprentice Lettings Negotiator with Enfield Property Service	1	Southampton	Customer Service (CFA)	11/03/2013
Start your career in Property with this excellent Negotiator role				

Delivered by Tempus Training.				
ATA Systems Administrator with apprentices for business'	1	Southampton	Business and Administration (CFA)	10/03/2013
Two fantastic opportunities have arisen for Apprentice Systems Administrators within the Information Management & Technology (IM&T) department of the Solent NHS Trust.				
Delivered by The London Apprenticeship Company.				

Manufacturing Apprentice with R&M (Fixings & Supports) Limited	1	Southampton	Engineering Manufacture (Craft and Technician)	31/03/2013
R&M Electrical is a modern, international company with high standards of quality. The ever-increasing expectations of our customers, we only can meet if all our employees are motivated and perform well.				

Delivered by Southampton Engineering Training.				
Engineering Multi-skilled Technical Apprentice with DP World Southampton	2	Southampton	Engineering Manufacture (Craft and Technician)	14/04/2013
An exciting opportunity to work within a fast-paced & varied engineering environment. Drive & maintain every aspect of some of the UK's largest mobile plant. Multiple aspects of mechanical/electrical & fault-finding engineering will be experienced.				

Delivered by Southampton Engineering Training.				
Composite Boat Builders Apprentice with Composite Mouldings	1	Southampton	Marine Industry	30/06/2013
Composite Boat builders apprentice required, working for family run company in Marchwood.				

Delivered by Brockenhurst College.				
Advanced Apprenticeship in Utility Services (Southampton) with National Grid Plc	1	Southampton	The Power Industry	03/06/2013
National Grid is a leading gas and electricity company, our award-winning Apprenticeship programme will turn your interest in practical and technical subjects into a long-term career, where you will constantly learn and develop new skills.				

Visit this website for more information and to register on-line

www.apprenticeships.org.uk



ADVICE



Drop-in Centres

These are the drop-in centres based at 3 locations around Southampton. Each of the centres is staffed by friendly youth workers who have been trained in supporting young people. The centres also have:

- Telephones (for making benefits claims, or for calling the organisations you need to speak to)
- On line computers, job vacancy bulletins and today's local newspaper
- Leaflets and information, and use of our online information resources
- Free condoms, chlamydia tests, and pregnancy tests
- Specialist advice sessions, and workers from other specialist organisations working on our drop-ins
- Use of the photocopier
- Use us as a "care-of" address if you are homeless
- The drop-in in the City Centre also has shower and laundry facilities for homeless young people to use

We also run drop-ins in schools and colleges around the city during term times, in partnership with Contraception and Sexual Health Services.

During the summer holidays, while schools and colleges are closed, the **Contraception and Sexual Health nurses** will deliver one session a week at each of the 3 No Limits centres.

No Limits Shirley

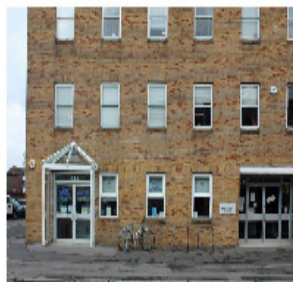


278 Shirley Road, Southampton, SO15 3HL
Tel: 023 8051 1051

Opening Times:

Monday: 10am - 1pm
Tuesday: 2pm - 5pm, 6pm-8pm
Wednesday: 2pm - 5pm
Thursday: 10am - 1pm, 2pm-5pm
Friday: 10am - 1pm

No Limits City Centre



24a Bernard Street, Southampton, SO14 3AY
Tel: 023 8022 4224

Opening Times:

Monday: 10am - 1pm, 2pm-5pm
Tuesday: 10am - 1pm
Wednesday: 2pm - 5pm, 6pm-8pm
Thursday: 2pm - 5pm
Friday: 10am - 1pm
Saturday: 10am -1pm

No Limits Sholing



406 Portsmouth Road, Southampton, SO19 9AT
Tel: 023 8043 5000

Opening Times:

Monday: 2pm - 5pm
Tuesday: Closed
Wednesday: 2pm - 5pm
Thursday: Closed
Friday: 2pm - 5pm



Youth Support Services in Eastleigh and Winchester

Day	Time	Activity	Venue
Tuesday (term-time only)	9.30am - 11.30am	<p>H.O.P.E. Job Club - Help to get Organized, Prepared and Encouraged into work.</p> <p>H.O.P.E. Job Club is run for 16 to 24 year olds,</p> <p>Want to know more? hopejobclub@gmail.com, phone 07970 543098 or just turn up!</p>	Fair Oak Library, Campbell Way, Fair Oak, Eastleigh, SO50 7AX
Tuesday	11.30am - 2.30pm	For more information, call 023 8068 4930 (extension 32)	The Energy Youth Centre Leigh Rd, Eastleigh SO50 9DQ
Wednesday	12.30pm - 3pm		The Discovery Centre Jewry Street, Winchester SO23 8SB
Wednesday		Time Out LGBT Project	Call 023 8068 4930

Tel: 023 8068 4932 (Eastleigh)
 Rookwood Centre
 Penshurst Way
 Boyatt Wood
 Eastleigh
 SO50 4RJ

Tel: 023 8061 3075 Email:
youth.eastleighandwinchester@hants.gov.uk

www3.hants.gov.uk/childrens-services/youthtube



Youth Support Services in The New Forest

Day	Time	Activity	Venue
Tuesday	2pm – 5pm	Access All Areas drop-in supports young people aged 15 to 19 (up to 25 if you have additional needs). For more information, email info@iyc.org.uk	Applemore Youth Support Service Office, Claypits Lane, Dibden
Wednesday	4.30pm - 6.30pm	The HUB - open access for young people aged 11 to 19 (up to age 25 with specified additional needs). Contact: Kelly Price - kelly@youthandfamiliesmatter.org.uk	Totton Youth Centre, Testwood Lane, Totton (situated in the grounds of Testwood School)
Thursday	6.30pm - 9pm	Parent Link. For more information, email slnash@btinternet.com	Colors Youth Club, Long Lane, Holbury
Friday	10am - 1pm	Access All Areas drop-in supports young people aged 15 to 19 (up to 25 if you have additional needs). For more information, email info@iyc.org.uk	It's Your Choice, 37 Salisbury Road, Totton
Friday	1pm - 4pm	Access All Areas drop-in supports young people aged 15 to 19	Hythe Job Centre

New Forest Youth Support Service

Claypits Lane
Dibden,
Southampton
SO45 5TN

Tel: 023 8087 7960

Email: youth.newforest@hants.gov.uk

www3.hants.gov.uk/childrens-services/youthtube

FREE BREAKFAST

Monday Morning Job Search Club

Mondays 8.30-11am (term time only)
Hoppers Room, Harefield Primary School, S018 5NZ

Improve your chances of getting a job.
Open to everyone, just drop in!

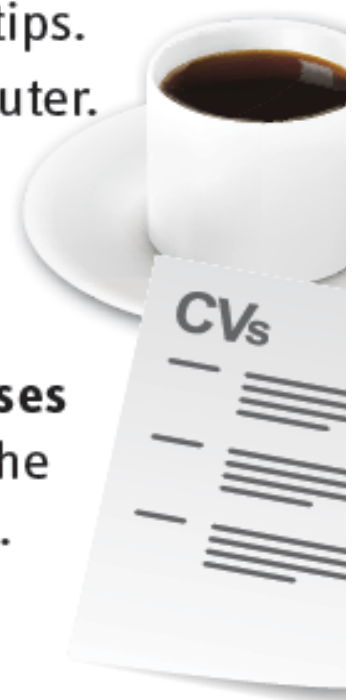


Come in and see us for a chat and a cuppa for:

- **Job search** – improve your CV, search for job vacancies, complete applications and get interview tips.
- **Internet access** – and help to use a computer.

Also available

- **Careers advice by Next Step.**
- **Improve your skills with free online courses**
– driving theory practice, computers for the terrified, improve your IT skills and so on.
- **Other help and advice** – from housing to health, & money to energy bills.



For more information please call
Carol Ryde Southampton City
Council **Tel: 023 8083 4414.**



Job Club

If you are 16 to 24 years old and would like practical help and advice on getting and keeping a job please join us at

Fair Oak Library

9.30am to 11.30am
Every Tuesday*

*During school term time

Help to get Organized, Prepared and Encouraged into work
07970543098
hopejobclub@gmail.com

The Youthouse

Moorgreen Recreation Ground,
Moorgreen Road, West End,
Southampton, SO30 3EG
Tel: 07725 724619 or 02380 462371

Careers session

Tuesdays 12.30pm – 2.30pm
(phone to book).

Youth club nights

Tuesday to Friday for young people
aged 8 – 18+ years.



Getting Back to Work



Do you need help with:

- Searching for Jobs?
- or Getting on the Right Course?
- Writing or Updating Your CV?
- Accessing the Internet?
- Setting up and Using Email?
- Completing Job Application Forms?
- Interview Techniques?
- Confidence Building and Dealing with Stress?

Tuesdays 12.30 - 2.30pm

One to one appointments to help you improve your chances of employment

For more information or to book an appointment contact:

Lisa Brooks 023 8091 7585
lisa.brooks@southampton.gov.uk

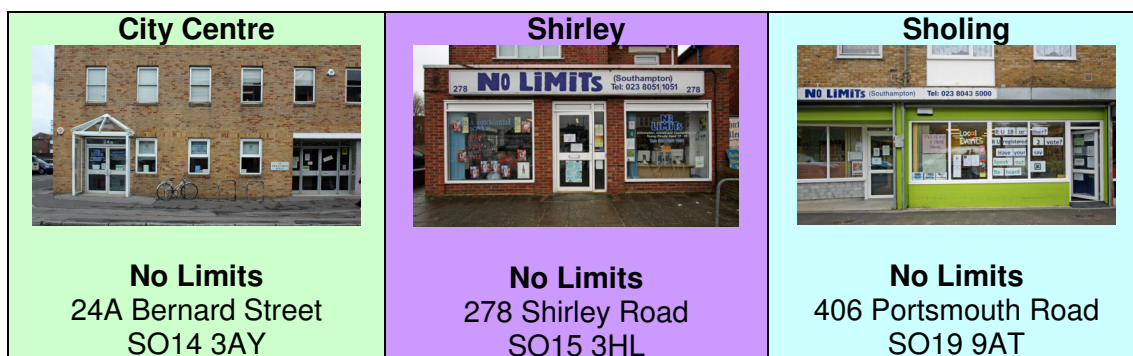
or pop into the Warren Centre

This service is completely free of charge

Talk to an Adviser at one of our friendly drop-ins

Opening times and venues:

	City Centre	Shirley	Sholing
	No Limits 24a Bernard St	No Limits 278 Shirley Road	No Limits 406 Portsmouth Rd
Mon	10am – 1pm		
Tue			
Wed		2pm – 5pm	2pm - 5pm
Thu	2pm – 5pm		
Fri			



- Job Search
 - Careers Advice
 - CV Preparation / updating
 - Personal Issues
 - Benefit Claims
 - College courses / training
 - Housing
 - Job Search
 - General help and advice
 - Application form help
- No appointment needed**
Just call in
Friendly, informal atmosphere
... see you soon!

Need to chat with someone?

Please call:

West team 023 8091 7747

East team 023 8091 7754