



World of Work

Leicester and Leicestershire for adults

An overview of the key employment
sectors across the region, 2026



FREE





**STRONG
DIVERSE
ECONOMY**



**THREE
WORLD
CLASS
UNIVERSITIES**

GOOD



**ROAD AND
TRANSPORT
LINKS**

This guide has been collated to help adults with local job sector information. Whether you are looking for work, or in work, looking to gain new skills or change career, there are a wide range of roles and opportunities across this area. Read on and find out more.

Leicester City is a dynamic centre with a wide range of exciting industries offering employment, including health, education, manufacturing, space, business, finance and retail.

Across Leicestershire, there are important towns which provide local jobs, shopping and and over 20 varied sectors of work. There are also many attractive villages and a beautiful rural environment.

The area has a strong and diverse economy with a central location, good road transport links and East Midlands Airport (the second largest freight-handling airport in the UK). This has led to a thriving transport and logistics sector.

Many large, well known employers are based here, including:

- Next
- Sytner
- Samworth Brothers
- Caterpillar
- Triumph
- DHL
- Dunelm
- Access UK
- Santander
- Ibstock Brick

- PepsiCo (Walkers Crisps)
- British Gypsum
- Pall-Ex

However the majority of businesses are medium, small or micro-sized (see page 18), and these offer some fantastic opportunities too!

There are three world-class universities based across Leicester and Leicestershire, a strong further education college network, and a good choice of schools and private training providers.

The area is well known for having a very diverse population, giving opportunities through strong trade links with overseas businesses.



The region is also home to two fantastic, thriving Enterprise Zones across four sites, all offering a range of careers.

On the following pages you will find an overview on many key employment sectors around Leicester and Leicestershire (pages 4-18).

Whatever your circumstances, there are options to find work, and gain new skills or qualifications, including apprenticeships, plus information on skills that employers value and job hunting tips (pages 23-31).

Important skills and sectors in this area

DID YOU KNOW?

The world of work is changing, being aware of what's in demand can help you to career plan, for example:

- Employability skills like communication skills, a can-do attitude and teamwork are highly valued
- Across jobs, the need for digital skills is increasing
- People are living longer - so more need for health and social care roles
- Growing numbers of jobs linked to new technology, digital and low carbon.

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Key government industrial strategy sector

BUSINESS, FINANCE & PROFESSIONAL SERVICES EMPLOYS 80,991

15% OF AREA WORKFORCE

TRENDS

Growth in use of AI to personalise and streamline services

Use of data analytics to predict trends

Robotics and AI are used to detect fraud across financial and other services

Business, Finance and Professional Services

This broad area covers the financial and insurance, property and professional, scientific and technical sectors, so services include: financial services, accountancy, business consultancy activities, legal activities, architectural, engineering and specialised design, computer services, advertising agencies and market research.

Leicestershire is home to a large and increasing professional and financial services presence, and employment in the sector is set to grow 2.2% by 2030.

The sector highly values the maturity and life skills that older entrants offer.

Finance and accounting specialists are sought after to support companies to reduce costs, or underpin business growth plans.

Business sales and business development roles are also in demand.

Accounting and wages/payroll vacancies feature in the ten most advertised roles across the area.

High employment growth is predicted in areas such as legal professionals, housing officers and also property management in the region.

Other strong areas include **IT services, cyber security, risk management, data protection, software services, tech-led**

innovation, environmental consultancy, property services and FinTech (tech-led financial services).

Many roles require a high degree of training, but it is possible to start relevant courses at all ages. There are some entry level opportunities for people with strong interpersonal skills, and the chance for on-the-job learning through apprenticeships.

Employers look for:

- good communication skills
- strong IT skills
- attention to detail and accuracy
- the ability to focus on and meet customers needs
- digital skills.

LOCAL EMPLOYERS INCLUDE:

AXA PPP Healthcare, Global Payments UK, KPMG, Melton Building Society, Mattioli Woods, Hastings Direct, Nelsons, Cooper Parry, Howes Percival, Croner, Cambridge & Counties Bank, Freeths, PPL PRS, Berry Accountants



Find out more:

www.cjpd.co.uk | www.apprenticeships.org.uk | www.accaglobal.com/gb
www.icaew.com | www.topfinancialjobs.co.uk | www.lawsociety.org.uk
www.insurancecareers.co.uk

Construction



The regional construction sector has an annual average output growth rate of 2.0% per annum, over the next five years. Demand is coming from more new housing, repair and maintenance of existing homes, commercial growth and infrastructure, and the need for energy efficiency. The sector offers above average pay rates and good scope to progress. Many companies are 'micro' size, plus some of the larger names, such as:

- **Barratt Developments** in Bardon Hill, Coalville
- **Allison Homes** in Castle Donington
- **Davidsons** in Ibstock
- **Jelson Homes** in Leicester
- **C3 Construction** in Whetstone
- **Bloor Homes** in Measham
- **Pick Everard** in Leicester

Construction is a career like no other, with opportunities for individuals of any age and ability, but many more opportunities across a wide range of skilled trades. Many roles need early starts and travel, but offer a sense of achievement as you see the finished job.

The experience of adults is welcome in off-site roles too, like project management, surveyor, design and sales.

For on-site work, employers will look for:

- reliability and flexibility
- specific technical skills
- the ability to follow plans
- teamwork skills
- the ability to stay calm under pressure
- adherence to follow health and safety guidelines.

There is an area Construction Skills Hub, offering free short courses to help local people into the construction sector, managed by Leicester City Council and CITB.

DID YOU KNOW?

There are over 180 different roles in construction, in both on and off-site careers. Innovation is growing in modular and off-site construction, and digital skills are needed in 3D design and predictive software. Roles like architect, bid manager and civil engineer are also growing.

The quarrying and mining sector which supplies materials to construction also has lots of opportunities; employers include Holcim (Aggregate Industries), Breedon, Tarmac, and British Gypsum.



OTHER LOCAL EMPLOYERS INCLUDE:

Galliford Try, William Davis, Bellway, EE Smith, RTS Contracts, CR Civil Engineering, Vistry, East Midlands Housing Group, DAB Civil Engineering, Central Flooring Services, Walter Miles, Mellor Bromley



The New Hospital Build programme, to upgrade and enhance the Leicester Royal Infirmary, Leicester General and Leicester Glenfield Hospitals, will create additional area construction opportunities.

**OVER 30
DIFFERENT
APPRENTICESHIPS**

**24,272
EMPLOYED**

£££ One of the areas top five best paid sectors

£38,975
average wage p.a.



IN DEMAND

- Directors and senior managers
- Labourers
- Plumbing & Hvac Trades
- Bricklayers
- Surveyors
- Wood Trades & Interior Fit-Out
- Electrical Trades and Installation
- Building Envelope Specialists

Find out more: www.goconstruct.org | leicesteremploymenthub.co.uk/job-seekers/construction-hub | www.citb.co.uk | www.gov.uk/apply-apprenticeship | www.architecture.com | www.the-nhtg.org.uk | www.ice.org.uk | checkatrade.com/blog/trade/start-business/retraining-at-40/



Leicester was recently named as the **5th most creative city** in the UK



Growing number of arts, creative and music events across districts and the city, offering job or volunteering opportunities

Numbers employed in sector estimated to grow by **2.3%** by 2030

A greater focus on sustainable production practices is becoming standard across the industry

Creative

Leicester and Leicestershire is home to a diverse and vibrant cluster of creative, cultural and artistic industries, with extensive links to other local strengths and assets, such as digital tech, textiles and fashion, and tourism. The sector, employing 21,898 people, is broad and is about creating original ideas and products, often split across three areas: arts, culture, and creative media. The sector is of high importance to the UK and is one of the governments Industrial Strategy sectors.

The area provides several successful facilities for new creative businesses to start and grow. These include:

- **Leicester Creative Business Depot**
- **Phoenix Square**
- **Canopy** (new creative hub)
- **The Ferrers Centre** near Ashby de la Zouch
- **Charnwood Arts**
- **The Atkins Building**, Hinckley

Locally roles in advertising and marketing, PR, and project management have the most expected employment growth by 2030.

Competition for jobs is high and many people in this industry have a degree. CreaTech is growing—the merging of creativity and technology like AI or virtual reality to expand cultural experiences or to solve problems.

You need to be tenacious and talent also counts greatly, of course!

Opportunities are often with very small businesses or non-profit organisations.

Growing numbers of people work **freelance**, meaning less job security, but more flexibility. Some work is project-based, so collaboration, teamwork and negotiation skills are useful.

Fused sets of skills such as creativity, technical and entrepreneurial skills are in high demand, along with digital and management skills.

All ages utilise creative services, arts or cultural offers and the life experiences of adults can be an advantage.

In demand: **motion designers, events and venue technicians, broadcast engineers, production engineers, digital marketing specialists, user experience (UX) and interface (UI) roles, game developers.**

Employers look for:

- the ability to adapt to change
- good problem solving skills
- a creative and enquiring mind
- the ability to keep IT and technology skills up to date

LOCAL EMPLOYERS INCLUDE:

Standout Design, Rare Ltd, Colab Creation, Quiet Storm, We-Fab Ltd, Flexpress, Go Inspire, Rock Kitchen Harris, Soar Valley Press, Pyramid, theatres and cinemas, local media such as TV, radio and film.



Find out more:

www.thecreativeindustries.co.uk | nationalcareers.service.gov.uk/creative-and-design
www.screenskills.com | discovercreative.careers | www.lcbdepot.co.uk

Education

You can inspire people, and make a difference every day in this rewarding sector! Locally 50,398 people are employed in education, many of which link to local schools, colleges and the three area universities. There are also roles to support training providers and adult learners, in areas like English, maths, digital skills, ESOL, employability or workplace learning.

The sector has multiple employment opportunities and welcomes people who can **convey information in an engaging and dynamic** way, which can involve lots of planning ahead.

There is a shortage of teachers for **specific subjects such as maths, physics, chemistry and modern languages**, and a shortage of men in **early years, primary and secondary** education.

Online and virtual reality learning take up has increased and can fit in around peoples lifestyles. This also offers opportunities to teach online, develop content or offer product user support.

For many roles a degree is needed, but there are also support roles that do not; numbers of apprenticeships to access the sector are also increasing.

SMB College Group and Loughborough College have merged, creating the Loughborough College Group. Other area colleges are Leicester College and NWSLC.

DID YOU KNOW?

There is an area East Midlands Institute of Technology providing hi-tech area education and opportunities

Career changers are welcome as many roles benefit from adults with experience in industry.

Another option is to support **businesses with their staff skills** needs; as technology changes many businesses may need flexible learning support for their employees.

This sector can be very fulfilling as you see students succeed.

In demand:

- **primary and secondary teachers**
- **early years tutors**
- **college tutors**
- **student welfare**
- **online tutors**
- **SEND support.**

LOCAL EMPLOYERS INCLUDE:

Local FE colleges, University of Leicester, De Montfort University, Loughborough University, language schools, Leicester City Council and Leicestershire County Council, childrens centres, schools and academies, skills providers, private tuition and adult education centres.



2.4%

area employment growth by 2030

Growing need to support lifelong learning for those looking to upskill or pivot careers later in life.

Area **universities and colleges** advertise the most job vacancies in the sector.

Teaching assistants feature in the top ten most advertised jobs* across Leicester and Leicestershire

The sector is **72.5% female**; so male applicants are encouraged.

Average wage **£29,425 pa**



Find out more:

www.getintoteaching.education.gov.uk | www.tefl.org.uk
teachinfurthereducation.education.gov.uk | www.tes.com



Food and Drink Manufacturing

SECTOR EMPLOYS
15,245

110% ABOVE
national average

ESSENTIAL SECTOR

Sector employment estimated to grow **4.7%** by 2030

£34,334*
average wage p.a.



GOOD
teamwork flexibility and communication
SKILLS

*ASHE data 2025

Leicestershire is a key region for the innovative food and drink manufacturing sector, with a higher presence of employers here than the national average. Large employers include Samworth Bros, PepsiCo (Walkers) and Geary's Bakeries. Equally, there are many smaller 'artisan' companies to cater for the growth in hand-made and home grown goodies. The sector is vital in keeping the nation fed, and there are options for adults to enter the sector at a range of levels.

Agriculture and farming provide a range of essential roles in the sector that welcome the life experience of adults.

The area has several food markets and speciality local foods (Melton Mowbray Pork Pies, Stilton and Red Leicester cheeses) plus multi-ethnic foods in Leicester. The **Leicester Food Park** provides food manufacturing space to support new and established food businesses.

The area has some very successful South Asian snack and treat producers, such as CoFresh, Aarti Sweets, and Yummy Yum Foods.

The sector has **over 100 different job roles, including food science, product development, marketing, research, packaging and new technology.** Vital engineering roles support efficient production, and creativity aids tasty new offers.

There are trends to make food healthier, and reduce waste in packaging. Science, technology, engineering and maths qualifications are useful at senior levels, plus teamwork, flexibility, and communication skills at all levels.

A lot of new business start-ups are in this industry- people will always need to eat and drink!

In demand: bakers, food technologists, quality assurance, nutritionists, production engineers, cheese makers, sustainability experts, production managers.

OTHER LOCAL EMPLOYERS INCLUDE:

Pladis, Pukka Pies, Refresco Drinks, Clawson Farms, KP Snacks, Just Egg, Geary's Bakery, Blackfriars Bakery, Delifrance (UK), Belvoir Fruit Farms, Kirtons Bakery, Everest Dairies, Everards, Leicester Bakery plus farms, orchards, butchers and bakeries.

DID YOU KNOW?

As well as the huge Walkers crisps factory, PepsiCo have a **Technical Centre of Excellence** in Leicester, housing technical staff across research, engineering and product innovation services.



Find out more: www.tastycareers.org.uk | jobs.foodmanufacture.co.uk
jobhelp.campaign.gov.uk/sectors-recruiting/food-and-drink-manufacturing

Health and Social Care



This growing, rewarding sector has lots to offer! People are living longer with more complex needs and also value their independence, and the increase in the use of assistive technology in this area will help them to do this. Health and social care services are working more closely to enhance local support. Focus is shifting towards prevention, and digital technologies are transforming the sector, such as virtual consultations, wearable monitors, AI to efficiently assess scans, and robotics in surgery.

**EMPLOYS
37,796
IN HEALTH
23,997
IN SOCIAL CARE**

There are over 350 different job roles across health and social care, with routes in across all levels of work, and all ages welcome. The NHS is the area employer with the most advertised vacancies, with a wide range of routes and schemes to encourage all ages to join.

This sector welcomes people with **transferable skills who can bring life experience and insights** from working in other sectors. Don't rule yourself out just because you have a non-traditional background, or because you don't have clinical or degree-level qualifications.

The **University Hospitals of Leicester NHS Trust** is working to promote more apprenticeships within the healthcare sector, both in clinical and non-clinical settings. Other employers include **Leicestershire Partnership NHS Trust (community health)**, **East Midlands Ambulance Service**, local

care homes, city, county and district councils, private health organisations, care agencies and charities like LOROS Hospice.

The adult social care workforce will need to grow by 20% by 2030, with all areas expanding, especially domiciliary care (care provided in the home). Formal qualifications are not always needed, it is more about having the right values and behaviours.

Employers will look for:

- commitment for quality of care
- patience and compassion
- reliability and flexibility
- the ability to stay calm under pressure
- the ability to relate to people from a wide range of backgrounds.

In demand: healthcare assistants, nurses, radiographers, mental health workers, midwives, social workers, pharmacists, care workers, therapy staff, GPs, bio-medical and scientific health care support.

The 10 Year Health Plan for England, 2025, and New Hospital Build programme will support the efficiency and transformation of the areas three main city hospitals and wider services.

Multiple vacancies across the sector, **care roles and nursing** feature in the top ten most advertised jobs locally.

Many non-clinical related roles in areas like **finance, IT, data security and building maintenance.**

12%
of the area
workforce

DID YOU KNOW?

The Inspired to Care programme, from Leicestershire County Council, is a great start into the social care sector, with free courses, information and advice. See: www.inspiredtocare.co.uk

Find out more:

www.your-future.co.uk | www.inspiredtocare.co.uk | www.healthcareers.nhs.uk
www.skillsforcare.org.uk | www.emas.nhs.uk



4,455

employed in energy supply alone

136% above national average

Energy roles have an average wage of **£45,217 p.a.**

2,727 are employed in water supply services, which is set to grow 8.1% by 2030

Skills in demand:

- Mechanical and electrical engineers
- Wind and solar energy technicians
- Alternative energy scientists
- Electric vehicle technicians
- Solar panel installers
- Heating engineers
- Project managers

Low Carbon

Green jobs have traditionally been thought of as those that involve renewable energy, electric transport, energy efficiency or nature conservation, but can be defined more widely as those that either produce or provide environmentally friendly products and services, or adapt work processes to become more environmentally friendly or use fewer natural resources, as well as environmental advisers. This exciting, growing sector has a broad variety of opportunities.

Leicestershire is home to several **energy and low carbon related businesses**, some of which are quite niche, for example, SeedPrint are eco-print enthusiasts who provide paper products with seeds embedded, which then can grow into wild flowers.

Area green jobs make up 3.1% of the total Leicestershire jobs market, up from 2.4% 12 months ago.

Many low carbon firms and start-ups are based at Loughboroughs University Science and Enterprise Park.

Alternative fuels, wind, building technologies, and waste management are all area strengths, all offering roles.

All area industries look to how they can reduce waste and offer more sustainable goods and services, so you could work in any sector.

Adults with **physics, chemistry and geology degrees, or engineering and technical experience** are encouraged to apply for higher skilled roles, but there are also **entry options** for those with fewer qualifications, such as recycling sorter, retrofit labourer, trainee forestry roles, or energy advice assistant.

Key areas of work opportunities will be linked to:

- **Clean energy** - development of alternative greener energy options
- **Green building technology** - making homes energy efficient
- **Low carbon transport** - with electric or hydrogen powered vehicles, there will be roles in sales, servicing, repairs and charging
- **Research and development across sectors** - for example in manufacturing, reducing waste, and using greener materials.

DID YOU KNOW?

Cavendish Nuclear have a key Leicester base, and offer a range of critical nuclear solutions across Clean Energy, Defence and Civil Decommissioning.

LOCAL EMPLOYERS INCLUDE:

Smart Power Systems, Intelligent Energy, Cenex, Severn Trent, Bakers Environmental, Flogas Britain, Sav-eco Packaging, National Grid, E.On Next, Octopus Energy, MIRA Technology Park, British Gas, Environmental Energies Ltd, Trina Solar.



Find out more:

www.greencareershub.com | nationalcareers.service.gov.uk/green-careers
www.greenjobs.co.uk | gov.uk/government/clean-energy-industries-sector-plan



Manufacturing and Engineering



This essential, exciting, sector offers great career prospects, with many products made in Leicestershire, from bricks, medical equipment, clothing, furniture, motorbikes and much more! It offers dynamic, innovative and rewarding work, including technical consultancy, scientific research and development, manufacturing and engineering. With a wide range of roles and many skills gaps, manufacturing and engineering has lots to offer!

This is one of the areas highest sectors for employment, and also offers an average wage of £35,203 p.a.

Engineering is a **broad discipline** and roles include electrical and mechanical engineering, aerospace experts, data engineers, robotics, production engineers, automation technician, design and development engineers, and machine programmers.

There are roles into the sector at all levels, production roles need fewer qualifications but offer the chance to get in and get on; other areas need specialist skills.

The area has particular strengths in production technology, and the manufacture of furniture, textiles, construction materials, food, paper and packaging.

Smart production sites respond to changes in demand, and next generation transport, medical technology, and making goods lower carbon are all growth areas.

DID YOU KNOW?

The region has a strong textiles manufacturing base, and has a skills centre in the city, the Leicester Fashion Technology Academy (LFTA). fcfta.com/campuses

Saint-Gobain UK is creating a new multi-million pound low-carbon stone wool insulation manufacturing plant in Melton, which will create up to 250 jobs.

MIRA Technology Park in Hinckley is the largest automotive technology park in Europe, with state-of-the-art research and testing facilities, and an on site training centre.

Engineering employers value adults with science, technology, engineering or maths backgrounds, and will also look for:

- adaptability
- digital skills
- creative ability to find solutions to engineering challenges
- teamwork skills
- communication skills

In demand: electrical engineers, welders, maintenance engineers, mechanical engineers, production operatives, technicians, metal workers, production managers, robotics engineers, research and design engineers.

LOCAL EMPLOYERS INCLUDE:

ADS Laser Cutting, Caterpillar, Preci-Spark, Druck, Triumph, ThermoFisher Scientific, Oadby Plastics, Taylor Hobson, Michael Smith Switchgear, SPS Technologies, Emerson, KJN Automation, JJ Churchill, Honeywell Gent, Crown, Cook Optics, Ridgway Machines, Bostik, Winbro Group, Hammonds.

4.7%
growth in
employment
by 2030

**AREA
STRENGTH**
WELCOMES CAREER
CHANGERS

**SECTOR
PROVIDES OVER
69,624
JOBS**
57% above
national average



Find out more:

www.makeuk.org | www.apprenticeships.org.uk | www.ice.org.uk
www.miratechnologypark.com | www.lusep.co.uk | miratechnologyinstitute.co.uk
www.themanufacturer.com | www.the-mtc.org | engineuity.org



Public Services

PUBLIC
administration
and defence
PROVIDES
21,067
JOBS

Three area
prisons which
regularly recruit
for staff

AI is increasingly
used across
the police force
to analyse
crime patterns
and optimise
resources.

Employment
across sector
set to grow **3%**
by 2030

Good
training and
development
opportunities

This sector offers a much broader range of careers than you might think, covering the civil service, police, local government, fire service, tax, libraries, immigration and prison service. Local authorities **Leicester City Council** and **Leicestershire County Council** are in the top ten area employers who advertise the most jobs each year. Districts and boroughs* such as **Blaby, Hinckley and Bosworth**, and **Charnwood** also offer a range of roles.

This can be a very rewarding area to work in, as many roles help to support local people and services. In each area of the sector, such as local or district councils, **there are a wide range of careers**, such as culture and tourism, business support, housing, regeneration, health, leisure services and recycling.

Average wages across the sector locally are £34,083 p.a. and there are excellent opportunities for progression.

In the police and prison services, a **mature attitude and life experience** are welcome, and there are a broad range of roles on offer. In fire and rescue work, a lot of focus is on prevention and community safety.

Many roles involve dealing with the public, so **good communication skills and staying calm under pressure are key**. Additional languages are also useful.

There are a range of routes into the sector, and an increasing number of apprenticeships at all levels.

Organisations value people who have a background in industry or life experience and hence can help to influence better services.

Jobcentre Plus offers interesting roles helping people into jobs or training.

Digital skills are key as new technology can help to improve engagement with citizens and enhance provision.

LOCAL EMPLOYERS INCLUDE:

Leicestershire Police, Leicester City Council, Leicestershire County Council, Leicestershire Fire & Rescue Service, Army, Navy and Airforce, tax offices and prisons, Jobcentre Plus (DWP).



Find out more: www.civilservice.gov.uk/recruitment | leicestershire.gov.uk/jobs-and-volunteering | leics-fire.gov.uk | www.leics.police.uk | www.gov.uk/government/organisations/ministry-of-defence/about/recruitment | www.leicester.gov.uk/jobs-careers.aspx | www.prisonandprobationjobs.gov.uk

Transport and Logistics



Leicestershire is a real hot spot for this global, 24-7 sector! The array of opportunities in logistics is much wider than 'picking and packing'; many activities are highly automated with a range of high-tech roles. This sector is key all year round, keeping people and industries supplied with the goods and services that they need. The area's central location means that 95% of the English population is accessible by road within four hours.

There are many major employers based here, especially near to **East Midlands Airport** (including **Marks and Spencer, Moran**, and **DHL**) and the huge **SEGRO** warehouse and distribution site, home to employers such as **GXO** and **The Very Group**. There is also a rail freight terminal, meaning that the site is road, rail and air connected.

Magna Park (home to over 25 companies, including **ASDA**, **BT**, and **Britvic**), is expanding, meaning more jobs, and sites are going greener; for example, a high-tech electric HGV charging hub is planned for Magna Park.

Other large sites include **Hinckley Park**, near J1 M69, and, **Mercia Park** in the north west of the county, home to **DSV** and also the global parts distribution centre for **Jaguar Land Rover**.

There are also lots of opportunities with smaller companies across the sector.

OTHER LOCAL EMPLOYERS INCLUDE:

Bleckmann, Ceva Logistics, Pall Ex Group, HAE Group, Royal Mail, HW Coates, Rhenus, Blue Whale, Oakland International, 3T Logistics, Fred Sherwood & Sons, Neovia, DPD, Kinchbus, East Midlands Trains, plus a huge range of smaller companies who support the 'supply chain' of this sector.

This is a fast growing sector offering **much scope to get in and move up the career ladder, welcoming all ages**. Some roles are seasonal and include shift work, so flexibility is key.

Roles in demand: data and transport analytics, import/export roles, warehouse roles, customer services, supply chain planning and management, logistics engineers, transport managers, operations, IT, drivers, freight linked roles, forklift, robotics engineer, drone engineer.

The growing e-commerce sector has led to the digitisation of the logistics industry, cutting costs, time and giving tracking solutions. Average wages across the sector are £34,099 p.a.

Key skills valued include:

- team work skills
- customer service skills
- flexibility
- driving skills
- reliability



SECTOR EMPLOYS 45,480

and growing **79%** above national average

Drivers and warehouse operatives feature in the regions top ten most advertised roles.



Sector employment set to grow 7.3% by 2030

The new Enderby Logistics Hub is expected to create **2,500 jobs**

Increasing automation across the sector offers interesting roles, and welcomes those with robotics, AI, computer science or electrical engineering skills or experience.

Find out more: lutterworth.magnapark.co.uk | generationlogistics.org | www.slp-emg.com
www.eastmidlandsairport.com | www.ciltuk.org.uk | www.ioc.uk.com | www.novus.uk.com
www.dataacademy.co.uk | nwslc.ac.uk/the-centre-for-logistics-education-and-research-clear



One of the Governments national key industrial strategy sectors

Skills in high demand across all sectors

Area digital skills shortages include: IT technicians, programmers, cyber security professionals, web developers, cloud engineers and data analysts.

Employs 23,492

The sector is approximately 69% male and 31% female.

Digital Services

Digital skills are in demand, as technology is revolutionising how we live and work, and all organisations use IT in some way. It's a growing, varied and future-proof sector which includes the operation of computers, networks, data communication, storage and exchange, and the trading of goods and services over networks.

Many Leicestershire employers are investing in digital services to enhance their offers and improve efficiency, creating demand for software expertise and digital support.

All sectors need digital skills in some way, so you could work in any area- for example in the NHS, or for Next or Pall-Ex.

As new technologies and software advance, continuous skill development is important, but many flexible learning options exist for adults.

Digital entry level roles include: apprentice IT technician, digital marketing helpdesk analyst apprentice, and digital content support roles.

Locally 23,492 people are employed in the sector, with a good spread of workers across all ages; 60% of the workforce is aged 35 or over.

Programmers and software developers feature in the top ten of most advertised jobs locally. IT and technology has one of the highest area pay rates at an average pay of £40,083 p.a.

You do not need to be a tech expert, but having some good basic digital skills is a good grounding to get in and upskill. Creativity and problem solving are also useful skills

AI is impacting the sector, driving automation and creating demand for AI developers, machine learning engineers and data scientists, and driving Healthtech, Foodtech and Climatetech.

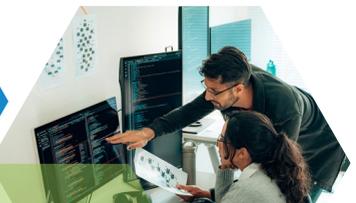
Some sort of digital skills are needed in over 90% of all job roles today, with growing demands at higher levels.

The East Midlands Cyber Security Cluster is a key component in addressing the growing demand for **cyber security professionals**, tackling threats. All ages are welcome to join this thriving area of digital.

LOCAL EMPLOYERS INCLUDE:

The Access Group, IBM, Jadu, Anicca Digital, CloudCall, Sempervox, Welcomm, Intercede, Hermitage Innovation, Realtime IT Solutions, TESTQ Technologies.

All sectors need digital support so research careers across lots of employers!



Find out more: techuk.org/shaping-policy/jobs-and-skills/pathways-into-digital-careers.html
www.itcareerfinder.com/it-careers
ukcybersecuritycouncil.org.uk/careers-and-learning/cyber-career-framework

Sport

In the exciting world of sports, careers extend far beyond the playing field! From coaching teams, analysing data to drive up performance, or developing business opportunities for sports organisations, there are many diverse careers. Leicestershire has some fantastic opportunities in its vibrant, growing, sports and physical activity sector. It is home to local research-driven expertise, globally recognised sports teams, athletes and facilities.

The area has **14 major sporting venues/clubs** hosting national and international events, including Leicester City Football Club, Leicester Tigers, Leicester Riders, plus motor racing at Donington Park and Mallory Park, and horse racing at Leicester Racecourse see: www.active-together.org/premierlocation

The sport and physical activity sector comprises mainly of sports clubs, sport and fitness facilities, sports manufacturing and the sale/rental of sports equipment, but also online and virtual reality sports activities. The interest in health, wellness, fitness wearables or fitness apps, weight management and cycling also offer career opportunities.

Loughborough University is ranked number one in the world for sports-related subjects, with specialisms including health, engineering, rehabilitation and sports performance. **SportPark, at Loughborough University, is home to many of England's top sports governing bodies and national sports organisations.**

Careers include: coaching, teaching, nutritionist, leisure assistants, green keepers, social media and marketing roles, retail sales, data analytics, project management, sports development roles, physiotherapist and design and manufacturing roles.

Volunteering, life and different industry experiences are really valued by the sector - **54%** of the workforce is aged 35 and over.

Local employers value skills such as communication, leadership, team work, people skills, and life experience; it is also worth asking people who already work in the sector as some recruitment is through 'word of mouth'.

Apprenticeships include community sport and health officer, sports turf operative, and leisure duty manager.

LOCAL EMPLOYERS INCLUDE:

Leisure operators such as Everyone Active, fitness operators such as Hot Pod Yoga, Places for People, gyms, community sports organisations, national sport organisations such as Sport England, CIMSPA, Swim England and professional sport clubs.



Employs
17,301



7.1% growth in employment by 2030

Excellent option for career changers - range of part time and flexible roles that link to personal interests

All ages play sport, and hence the local sector needs a workforce from across all age groups.

Most advertised roles locally:

- coach
- personal trainer
- fitness instructor
- lifeguard



Find out more: www.active-together.org/careers | www.sportpark.org.uk | www.careers-in-sport.co.uk | www.cimspa.co.uk | www.gov.uk/apply-apprenticeship

Space

Leicestershire is internationally recognised for its flourishing space sector. Space information supports our modern lives in areas such as SatNav, climate monitoring and high speed communication.

Space City, Leicester, is a thriving site for space excellence; it is home to the University of Leicester's state-of-the-art research campus, Space Park; the high tech Dock work spaces, and the National Space Centre.

The space sector includes:

Science and research: planetary and earth observation.

Space engineering: space related instruments.

Business: using satellite technology to create business products.

The regions strengths in the sector include earth observation, supporting global space explorations with technical expertise, satellite manufacturing and high tech start-ups across the area.

Demand for adults with technical, engineering, scientific, and digital skills is high, but space is now more commercialised, requiring business experts, marketing professionals, communications, human resources specialists, and lawyers.

Most space careers require innovation, creativity, teamwork and problem solving. Many jobs cover multiple disciplines and often involve work with partners around the world.

Jobs in demand: systems engineer, analyst for earth observation, communications engineer, data scientist, software engineer, electrical engineer, business analyst, robotics, AI and machine learning engineers.

2,336 people are employed in the sector, which is one of the areas highest paid; average regional wages being £48,287 p.a.

There are a growing number of space courses that career changers can utilise to get into the sector.



LOCAL EMPLOYERS INCLUDE:

Third Planet Orbital, JJ Churchill, Dynamic Aerospace Fabrications, Magna Parva, Gardner Aerospace, Howmet Aerospace, and Catapult.

www.spacecareers.uk
space-city.co.uk
www.ukspace.org/careers

Life Sciences

Health life sciences uses biology and technology to improve health, including medical technology, genomics (DNA), diagnostics and digital health, generating products using precision medicine and technology (like AI). Work is fulfilling – changing lives via new medical discoveries.

The life sciences sector is a key sector locally and also, for the government; it is one of its eight Industrial Strategy sectors.

Charnwood Campus, Leicestershire is the UK's first Life Sciences Opportunity Zone – an innovation site focussed on the biopharmaceutical sector; with over 800 scientists, and the potential for 5,000 jobs. It is home to **Medilink Midlands** who support medtech and life sciences innovators to grow.

Area employers include **Almac**, who have contributed to over 50% of new medicines approved over the last 5 years, **Kindeva Drug Delivery** who invented the first pressurised Meter Dose Inhaler (pMDI) for asthma, and **Solventum** (formally 3M), with 70 years of healthcare innovation.

The region is well-known for clinical research on chronic disease treatment and prevention, sport and exercise science and rehabilitation, drug development, and medical device manufacturing.

Roles include research scientist, laboratory technician, microbiologist, medical sales lead, data manager, ecologist, and engineering roles like biomedical, process and mechanical.

There is a Charnwood Campus Life Sciences Talent and Skills Institute to better link site employer career opportunities with local people.

Degrees in biology, pharmacology, ecology, environmental science, life science or chemistry are useful for scientific roles but there are other options across the site. There are also roles in research and development, drug manufacturing, and quality control, or areas like HR, or accountancy.

The sector employs 7,035 people locally and is a relatively well paid area with average wages at £41,481 p.a.

LOCAL EMPLOYERS INCLUDE:

Aspire Pharma, Nova Laboratories, Bioxhale, Spirit Healthcare, Thermo Fisher, Weiss Technik, and Myonex UK.



charnwoodcampus.com
www.healthcareers.nhs.uk/life-sciences
Life Sciences Sector Plan - GOV.UK

Retail

Retail is a fast-moving vibrant industry as organisations try to predict - and respond to customer demand and trends.

Online shopping is growing, bringing online related roles like web design, user experience and delivery. The physical store is still popular and retailers are always looking for ways to enhance the in-store experience. The sector employs 37,785 people.

Leicester city centre has large shopping centres like the Highcross, boutique areas, and the Golden Mile, while the county has attractive market towns with strong retail offers.

Fosse Park shopping centre has expanded, creating new jobs. Several key retailers have their headquarters here – such as **Next**, **Watches of Switzerland**, **Shoe Zone**, **Poundstretcher**, **Dunelm**, and luxury car sales brand **Sytner**, with a range of career options.

This sector offers a range of roles, from sales, customer service, buying, analysing customer data and visual merchandising. **40% of area jobs are in customer services and sales support.**

In the last 12 months, the area retailers who advertised the most jobs were **Tesco**, **Dunelm** and **Asda**.

Pop-up shops and online selling of niche products or local produce are popular with adults who want to set up their own business.

Employers will look for:

- customer service skills
- problem solving skills
- digital skills
- social media and marketing

Sustainability is growing and some stores are now offering scope to rent or repair items.

Creativity is a key skill as all stores want to attract and retain customers; personalised and digital marketing are growing across retail.

LOCAL EMPLOYERS INCLUDE:

John Lewis, Marks Electricals, Topps Tiles, Tylers, Goldsmiths Jewellers, Thurmaston Retail Park. Supermarkets such as Iceland, Morrisons, Lidl and Asda, other outlets like car showrooms, DIY stores and garden centres.



Tourism and Hospitality

This vibrant sector includes bars, eateries, attractions, festivals, events, travel agents and accommodation. Employing 44,255 people, there are roles to suit all ages.

Well-known venues include the **National Space Centre**, **Bosworth Battlefield**, **Curve**, **King Richard III Visitor Centre**, **Belvoir Castle**, **Twycross Zoo**, and the **National Forest**.

The area visitor economy continues to grow – 32.04 million people visited in 2024, often driven by increased eateries and new experiences. **Customer-centric skills** are important, with high expectations and review-driven markets.

Locally the most advertised roles are **chefs, catering and waiting service roles, management and housekeeping.**

The life skills of adults are valued, and companies are happy to train on-the-job for those with few or no qualifications. Work can be seasonal and additional languages are useful. There may be casual work through local festivals and events.

Many organisations have an online presence and want to attract new customers, so **marketing and creative roles** are important.

The area is home to a thriving airport, and over 220 hotels and guest houses, along with attractions in every district, all with career opportunities.

Employers look for:

- customer service skills
- enthusiasm and flexibility
- the ability to use your initiative

Sector trends include the increasing use of AI to help visitors organise trips, 'quietcations' and the use of VR at attractions. Bookable experiences are also increasing.

LOCAL EMPLOYERS INCLUDE:

Ragdale Hall, Conkers, the Great Central Railway, Stoney Cove, DeMontfort Hall, Cattows Farm, local museums, East Midlands Airport, tourist centres, hotels, cafes, restaurants, Twin Lakes.



fossepark.co.uk/jobs
www.retailchoice.com
www.highcrossleicester.com/jobs

careerscope.uk.net | gov.uk/apply-apprenticeship
www.ukhospitality.org.uk | www.visitleicester.info
www.goleicestershire.com | refreshingacareer.com/
your-career-change-travel-and-tourism-jobs

Early Years

GROWING SECTOR

Childcare is a very satisfying and fulfilling career, welcoming all ages! It can suit those starting out, returning to work or changing career.

There are many different routes to finding a role – with increased government funding available for children as young as 9 months old, and more out of school provision – there is greater job availability and flexibility across a wide range of roles.

Working with children is one of the most important and rewarding careers available; making a difference to Leicestershire children and families – while building a strong career.

Work is broad, delivering structured learning, observations and assessments, following policies and procedures. Activities also include engaging in creative play, encouraging physical skills and independence.

Area opportunities include those with: **nurseries, pre-schools, schools, before / after school clubs, childminding services, nanny or Au Pair, and holiday schemes (Play Work)** both in the UK or abroad. You could specialise, for example, supporting children with SEND.

Development options are good; additional skills and qualifications offer scope to progress into early years advisors, school improvement advisors, Ofsted inspectors, trainers or tutors.

The life skills of adults are invaluable, along with having an interest in child development, good communication skills, patience, creativity, and a good level of spoken and written English.

The sector offers flexibility, with options to train on-the-job for those without experience or the right qualifications. There are a range of full-time, part-time and term-time opportunities available.

The early years teams at Leicestershire County Council and Leicester City Council offer help and support to get into the sector and to access roles across the region.



www.leicestershire.gov.uk/early-years-and-childcare
earlyyearscareers.campaign.gov.uk
resources.leicestershire.gov.uk/jobs-in-childcare

Find a big opportunity in a small company!

Lots of larger companies are mentioned in the sector pages, but there are many benefits to working for a smaller company! Over 99% of local businesses are micro (0-9 staff), small (10-49 staff) or medium (50-249 staff) enterprises.

Benefits include:

- Your input will be valued - as part of a smaller team your contribution is more noticed.
- Lots of variety - you will learn about the day-to-day aspects of how a business works. This is great training if you ever want to run a business yourself!
- Quick progression - for those who show potential.
- Contact with senior managers - you can build a good relationship and raise awareness of your work ethic.
- You can move quickly on your ideas. If you have a proposal, you can try it out without a lot of red tape.

New and upcoming businesses tend to be micro, small or medium, so it is worth having a good look around you, keeping an eye on business news, or searching online via Google or Companies House.

DID YOU KNOW?

There are circa 43,065 registered businesses across Leicester and Leicestershire!



Why not start your own business?

Starting your own business might sound daunting, but it can be a lot easier than you might think. Businesses come in all shapes and sizes from small “lifestyle” businesses run by solo founders, through to big companies with lots of employees. You can sell your time or expertise as a service or sell products, online or face to face.

Increasing numbers of people are creating their own start-ups and becoming entrepreneurs.

Starting a business needs some thought, consider some of the pros and cons:

Running your own business:

- Independence: Being your own boss means you can choose what work you want to take on, and how you deliver it – whilst incorporating the needs of your clients.
- Satisfaction: Running a successful business is a personal achievement as well as a financial one
- Time: Your own business can be time-consuming, but it may also give you the flexibility to work when it suits you.
- Financial success: There is financial risk involved in setting up your own business, but if you're successful, what you earn is yours.

Employment:

- Safety net: There can be greater job security working for someone else; you sign a contract when starting a new job, outlining the conditions of your role.
- Benefits: You may have benefits such as a pension scheme, paid annual leave and paid sick leave. The tax you pay is also sorted out for you.
- Regular income: You normally get a consistent wage and are given a period of notice if for whatever reason you are asked to leave the job.
- Sociable: If you work for a company with several staff, it's a great opportunity to make new friends, and a network of contacts.

Many people have the skills, aspiration and determination to set up a business but lack the confidence to do it.

Some top tips from Leicester Startups (www.leicesterstartups.com/) include:

- Try running an experiment or a ‘side-hustle’ to test your idea before you jump in with both feet.
- Get to know other business owners through local networks.
- Get training and mentoring support (see the suggested contacts below).
- Potentially look for a co-founder – you don't need to go it alone.
- Doing some in-depth research on the area of your start-up idea.

There is local free help and advice designed to support entrepreneurs, whether it's funding, money advice, networking, mentoring or other assistance you need!

See: bizgateway.org.uk





WORTH £27 BILLION
The largest economy in the East Midlands



Three world-class universities with thousands of graduates entering the workforce each year



Home of **SPORTING EXCELLENCE**



M1 North to Sheffield, Leeds & The North

East Midlands Freeport Area

A great place for career opportunities across all ages!

North West Leicestershire

FOOD & DRINK COMPANIES
Many local and national products made here



M42 West to Birmingham

Hinckley and Bosworth

Oadby & Wigston

Harborough

M6 North to Birmingham, Manchester & The North

M69 West to Birmingham

CENTRAL LOCATION
with unrivalled transport links, perfect for distribution and logistics



M6 East to Felixstowe

M1 South to London



SEVERAL RETAIL HEAD OFFICES
are based here



PROFESSIONAL & FINANCIAL SERVICES
Companies choose Leicester



STRONG ADVANCED MANUFACTURING & ENGINEERING SECTOR



The colours show key locations for job and career opportunities due to investment projects.

- Leicester urban area (Waterside project, city regeneration areas)
- East Midlands Enterprise Gateway, a booming area for growth and jobs across five sites. East Midlands Airport is part of the new freeport* area
- Coalville Growth Corridor
- Loughborough (Loughborough University Science & Enterprise Park)
- South West Leicestershire (MIRA Technology Park Enterprise Zone)
- Enterprise Zones

* The East Midlands Freeport will bring thousands of jobs to the area, see: www.emfreeport.com

Area districts and boroughs

Leicestershire has seven districts and boroughs offering a wide range of opportunities!

→The **Melton** area has a large sector presence of food and drink manufacturing, agriculture, construction, professional and technical, retail and tourism and hospitality.

→**Oadby** and **Wigston** has a high concentration of jobs in food manufacturing (Pladis and Blackfriars Bakery), plus education, wholesale, retail, general manufacturing and health.

→Professional, technical and financial services are strong in the **Blaby** area, plus government (public administration), manufacturing, retail, construction and health.

→**North West Leicestershire** is a key location for logistics, professional services, manufacturing, mining, quarrying, and construction products, with the Bardon Hill Industrial Estate and East Midlands Airport, Segro Roxhill and Mercia Park sites, plus education and health roles.

→The **Charnwood** area has good concentrations of employment within high-tech manufacturing, education, tourism, hospitality, construction, health, retail, digital and sport.

→**Market Harborough** is a key location for logistics (Magna Park), agriculture, manufacturing, retail, tourism, digital, professional and scientific, and construction.

→Manufacturing, research and development are very strong in **Hinckley**, thanks to the MIRA Technology Park and other businesses including Triumph and Caterpillar; logistics is also huge, with a large DPD depot, plus education, retail, health and construction.

Although some locations are stronger in some sectors than others, **all areas** will have **thousands of businesses** which are **small to medium** in size, covering an enormous range of work sectors and opportunities.

Have a good look at what is around you!

DID YOU KNOW?

There is an East Midlands Freeport, bringing lots of job opportunities to the area.
www.emfreeport.com



About Enterprise Zones!

Enterprise Zones are designated areas across England that provide tax breaks and government support to businesses basing themselves within the zone. They are great places to work, with lots of exciting jobs across dynamic sectors with new and growing firms.

Leicestershire has two Enterprise Zones which are:

Loughborough and Leicester Science and Innovation Enterprise Zone (three sites)

↑ Loughborough University Science and Enterprise Park (advanced manufacturing, digital, sports science and low carbon)

↑ Charnwood Campus (life sciences/ biomedical)

↑ Leicester Waterside covers two City areas offering office space and hi-tech employment – including Space City Leicester.

The MIRA Technology Park – (automotive research and development)

↑ Europe's leading automotive technology park, with fantastic £300m test facilities available

↑ Over 35 renowned companies onsite and 40 major testing laboratories.

↑ Home to MIRA Technology Institute (MTI), a bespoke facility for engineering and automotive apprenticeships and courses. See: miratechnologyinstitute.co.uk



What does this mean for you?
Enterprise Zones help areas to prosper as development sites grow, attracting clusters of business, and creating new jobs!



Skills for Life

Looking for a change of career? Looking to get back into the work place after a break? Have you been affected by redundancy? Do you think your skills need improving?

Whatever your situation or age, whether your perfect job match is full-time, part-time, working at a desk or in the great outdoors, there's a way to get there and something to suit you.

It's never too late to learn something new! There are many options to gain new skills and qualifications. Adults seeking to grow, either personally or professionally, can stand out in the jobs market and gain an edge over others. Skills needs will evolve rapidly in the future and being open to learning new skills will help your employment and progression.

The [skillsforlife.campaign.gov.uk](https://www.skillsforlife.campaign.gov.uk) shows you what's available, including:

- Free courses for jobs (ages 19+)
- Skills Bootcamps* (range of sectors, ages 19+)
- Essential digital, English, ESOL or numeracy (ages 19+)
- Apprenticeships (ages 16 upwards, also see page 25)

**SKILLS
FOR LIFE**



*Skills Bootcamps offer free, flexible courses of up to 16 weeks, around jobs in high demand. You'll be offered a job interview once you complete the course. Visit the list of [Skills Bootcamps](#) to see what's available locally.

Are you aged 50 or over?

Nearly one in three workers in the UK are aged 50 and over, and this is set to grow. Many people are working into their 60s and beyond, so people aged 50 may have another 20 years of working life ahead of them. You will have a lot to offer employers with many years of experience, skills and a mature outlook.

The best workforces include a wide range of ages and experiences and there is growing competition for the best and most experienced staff. Employers are increasingly looking at how to attract and retain older workers or they will fall behind their competitors.

There are also a growing number of flexible options if you have caring or other responsibilities and are looking for part-time work. Make sure you tap into the free support above and on pages 24-30 to help you with your career path. Also see: [jobhelp.campaign.gov.uk/finding-work-options-at-50-plus](https://www.jobhelp.campaign.gov.uk/finding-work-options-at-50-plus) and [restless.co.uk](https://www.restless.co.uk).





JOBS and SKILLS in demand across the area

A quick look at advertised job vacancy data across the Leicester and Leicestershire area.

However, do note that not all jobs are advertised, see more on this on pages 28 and 29.

Over the last 12 months **(2025-2026)**

there were **126,700** unique job postings across the city and county

48% of which were in Leicester. The median area pay is **£30,500** per annum

With hundreds of different advertised roles, the most **ADVERTISED** jobs were:

Administration and customer service roles

Sales and marketing professionals

Storage and warehouse staff

Road transport drivers

Science, engineering and production professionals

Book keeping and accounting roles

Cleaning roles

Care workers and home carers

Managers and directors

Teaching and educational professionals

Child care roles

Health support roles

Top twelve **SOFT SKILLS** mentioned:

Communications skills

Customer services

Management

Detail-orientated

Operations

Planning

Sales

Problem-solving

Time-management

Leadership

Enthusiasm

Self-motivated

Teamwork

There were over 750 different job roles advertised in the last 12 months including: construction trades, web design, engineering professionals, software experts, leisure roles, and business and finance roles.

This is just a sample of some advertised jobs, there are many more different roles locally. You can see there is a blend of roles at different levels; and many of the soft skills can be evidenced through life experience, or previous job roles. Whatever your situation, you can call or speak with professionals about getting into a sector, or changing career, or increasing your skill levels and qualifications through some of the organisations over the following pages.

Source for vacancy data above and sector data throughout guide from Lightcast.

Adults and apprenticeships

What is an apprenticeship? An apprenticeship is a real job where you learn job specific skills, gain experience and get paid. Apprentices can be new or current employees.

Adults can do apprenticeships too! They are available to **anyone over the age of 16** and there are different qualification levels. A 'late starter' can provide maturity, reliability, life experience and knowledge to the workplace. This experience can benefit a new employer and other staff. Your interest could stem from simply wishing to **change careers**, or a need to **re-enter the workforce**.

There are also opportunities for employers to grow their business by formally training existing workers; if you are in work, it's worth asking your employer about this **option to upskill**.



What can I do an apprenticeship in?

There are several hundred different apprenticeship roles and more roles are being developed. They are available across all sectors, from education, logistics, sales, digital, even in areas like robotics engineer and law!

skillsengland.education.gov.uk/apprenticeships

How do I find out more about apprenticeships?



The **Leicester Employment Hub** offers help and advice to support adults to move into apprenticeships including:

- Local job and apprenticeship vacancies
- News about opportunities and recruitment events
- Connect to Work
- Construction courses
- Extra support if you have a learning disability or autism
- Support for ex-offenders

leicesteremploymenthub.co.uk/jobseekers

DID YOU KNOW?

Whatever your age, adults can do apprenticeships too! It's a great option to gain higher skills or change career!

The **National Apprenticeship Service** website has information and resources about apprenticeships.

Find out about: becoming an apprentice, different levels of apprenticeships, local and national vacancies, and higher and degree apprenticeships. See: www.apprenticeships.gov.uk/apprentices



Free schemes to help you with confidence, skills and employment

Jobcentre Plus help*

Your local Jobcentre Plus can help you into employment with a broad range of initiatives, from work tasters to guaranteed interview schemes. Pop into your nearest office, or see www.gov.uk/findingajob

Leicester Employment Hub

The Employment Hub offers a range of free help for area job seekers, see: www.leicesteremploymenthub.co.uk

LLR WorkWell

WorkWell helps people with a disability or health condition, giving them a tailored plan and support to address health barriers and to move back into work.

leicesterleicestershireandrutlandhwp.uk/workwell

Connect to Work

This is a free service that can help you find or keep a job that's right for you, and helps people with different barriers to work, including those with a disability or health condition. Find out more on:

leicesteremploymenthub.co.uk/connect-to-work/individuals

Help with careers

The **National Careers Service** website is suitable for all ages and includes information on **routes into careers, skills and qualities required, and pay**. There is also advice about **CVs, job applications and interviews**.

Visit: www.nationalcareersservice.direct.gov.uk or call 0800 100 900

Want one-to-one careers guidance?

The National Careers Service (East Midlands), managed by Futures, offer free, practical advice and support to help people explore their options, find opportunities and get prepared for the future.

Tailored help for individuals includes:

- Help getting people back into work, including jobs that are high in demand
- Support with changing career
- Writing CVs, job search and applications
- Interview practice
- Redundancy support
- Help to identify key transferable skills and abilities

Book on: <https://app.10to8.com/book/nationalcareersserviceem/> or call 0800 917 9419

Work and Skills Leicestershire

Work & Skills is a completely free service available to anyone living in Leicestershire who needs help finding work or training. No matter where you are in your career or employment journey, help is here for you. Find out more:

www.leicestershire.gov.uk/jobs-and-volunteering/skills-for-jobs/work-and-skills



GoLearn!

Leicestershire Adult Learning Service



Discover a wide range of courses at your local Adult Learning Centre!

Day, evening, and weekend courses designed around your life and work and available in venues across Leicestershire.

Employability | English & Maths | Digital Skills | Mental Health | Creative Arts & Fitness | Modern Foreign Languages | British Sign Language | English for Speakers of Other Languages | Family Learning | Professional Qualifications

Find your local centre



Apply online now!

Call us on **FREEPHONE 0800 988 0308** or visit us online at www.GoLearnLeicestershire.ac.uk

Funded by UK Government

Leicester Adult Education

Skills for Work

An exciting programme of part-time courses and activities across Leicester.



Call **0116 454 1900** for more information
leicesteradulted.ac.uk



Area colleges can also help!

Local colleges Leicester College, the Loughborough College Group and North Warwickshire and South Leicestershire College (NWSLC).

These area colleges have courses to help you to develop professional skills and gain essential qualifications. If you need to improve your English, there are ESOL courses.

There are courses in a huge choice of subjects, qualifications and Functional Skills in maths and English, and short courses for essential skills for work. See more: leicestercollege.ac.uk/courses www.loucoll.ac.uk/adult-education www.nwslc.ac.uk/courses/adult

There are also three excellent area universities - the University of Leicester, De Montfort University and Loughborough University, and a regional Institute of Technology www.emiot.ac.uk who can support adults with higher level skills and degree qualifications, with flexible learning options.



What skills do employers value?



Leicester and Leicestershire offers a wide range of careers and opportunities, with roles available across most sectors of work.

Local businesses* looking to recruit say that the following skills are valued in **any** role:

- a can-do attitude and motivation
- good attendance and time keeping
- organisational skills
- basic digital skills
- problem-solving skills
- customer service skills
- literacy and numeracy skills
- flexibility and enthusiasm.

Employers are also keen to see any **previous work experience, or voluntary work** from applicants. You can find local volunteering opportunities on volunteer.valonline.org.uk

When applying for work or an apprenticeship, give yourself the best chance of success by **checking spelling, answering questions fully and taking time to research the company (see pages 30-31)**. With CVs, it can be far more **effective to send out two or three CVs that are individually personalised** to a company rather than sending out 10 or 15 'standard' CVs.



Job applications – covering letters and CVs



Many job adverts may ask you for a CV and/or covering letter.

What is a covering letter?

This is a summary letter capturing why you are applying for a role and to highlight how your skills and experience fit that role.

A professional covering letter, with a tailored CV can really make your application stand out! Getting things right at the application stage will help your chances of success. Most recruitment is online nowadays so the covering letter and CV can be done in Word and emailed to the company.

TOP TIPS!

Adapt your job search to maximise your chances of finding employment.

- 1) Develop your online presence
- 2) Boost your skills through work experience, and free online courses
- 3) Use a range of websites to source vacancies
- 4) Be open minded to different opportunities

Employers will be impressed if you know something about them! Do some research on their company and tailor your covering letter to the job you are applying for.

Covering letters

- ↑ Write or type the letter out in rough first and check for mistakes.
- ↑ Use the person's name if you know it.
- ↑ If you're replying to an advert, include the job title and reference.
- ↑ Include your full address, phone number, email address and the date.
- ↑ Highlight what skills and experience that you can bring to the job.
- ↑ Be enthusiastic about why you want to work for that particular company - employers may get several CVs, so make sure yours stands out.
- ↑ Gain knowledge of the company or service and show it off! Do some research on the role and organisation and find out about the company values or ethos.
- ↑ Check your spelling.
- ↑ Practice makes perfect! Once you have mastered one covering letter, the next one should be easier.



Anna-May Jones

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Professional summary:

I am an energetic and professional experienced sales and team leader with 13 years of retail experience. I have a strong track record of increasing business sales and motivating staff. I increased Cookes monthly sales 14 months in a row, and have been highly recommended by my manager on customer care and product knowledge scoring, as well as colleague care and development. I am seeking a management role to build on my capabilities.

Employment history:

January 2019 - Present
Team leader at Cookes Store, Anytown

- Inducted, trained, and supported seven new full-time and five part-time sales associate roles in company policy, customer care and sales
- Supported to help staff with company updates and sales campaigns
- Reduced store losses by 30% in last 12 months
- Responsible for opening and closing store, cashing up, rota management, stock control and visual merchandising
- Supported the roll-out of Cookes local deliveries to boost sales further

Sales assistant at Cookes Store, Anytown
May 2010-December 2018

- Operated check-out, and professionally assisted circa 190 customers daily, working well under pressure in a busy location
- Created and fostered good relationships with colleagues and customers, and helped to keep store visual displays attractive
- Achieved £103 additional daily sales through counter upselling in 2018
- Took advantage of internal offers for additional learning and development such as 'Sales Excellence' and 'Learning to Lead'. Offered Team Leader opportunity in 2019.

Education:

Rowley Row Community College, Anytown
Four GCSEs grade B in maths, English, ICT and French
Three GCSEs grade C in art, biology, and geography

References available on request

Writing your CV

What is a CV?

A CV (short for Curriculum Vitae) is a summary of your qualifications, skills, achievements and career to date, and is used to highlight relevant information to a prospective employer, to see if you are a good fit for a job.

TOP TIP!

Tailor your CV to the job that you are applying for! Use key words from the job advert, job description and person spec and give examples of how you meet these.

Only had a few long-term jobs? It shows employers that you are reliable and loyal! Be sure to cover:

- Any opportunities you had to develop in your roles
- Any new tasks you took on
- If you helped to supervise others
- Any additional training you received

sample CV layout

- ↑ Keep it brief and to the point – no more than two pages of A4.
- ↑ Use a computer, use the same font throughout and use clear headings.
- ↑ Start with your name, address, telephone number and email address. Ensure that your email address looks professional.
- ↑ Write your current position or qualification first and work backwards.
- ↑ Include any achievements or courses you've done (for example, volunteering experiences, hobbies or being an advanced driver).
- ↑ Words that you use in a CV can help convey a positive message to the reader, words such as: reliable, trustworthy, logical, and hardworking.
- ↑ Are there gaps in your employment history, from raising a family or caring responsibilities? Address them in your CV so employers know the reason.
- ↑ Include a covering letter with your CV, and check both for any mistakes before sending them off.
- ↑ Many websites, such as the **National Careers Service** (nationalcareers.service.gov.uk) have further examples of CVs and more hints and tips. You can also find CV templates via job search websites such as Reed or CV-library. If you would like face-to-face help with creating a CV or cover letter, see pages 23-27 for who can help.



Useful websites

Careers information

National Careers Service

www.nationalcareers.service.gov.uk

or call 0800 100 900

Looking for work or an apprenticeship

National Apprenticeship Service

www.gov.uk/apply-apprenticeship

Find a Job

jobhelp.campaign.gov.uk

Leicester Employment Hub

www.leicesteremploymenthub.co.uk

Leicester Mercury Jobs

www.leicestermercury.co.uk

Indeed

www.indeed.co.uk

Linked In

www.linkedin.com

Changing career

Careershifters

www.careershifters.org

Your rights in work and training

Gov.UK

www.gov.uk/browse/working



Adult learning

Leicestershire County Council

www.leicestershire.gov.uk/GoLearn

Leicester City Council

leicesteradulthood.ac.uk

The Open University

www.open.ac.uk

Volunteering

Voluntary Action Leicestershire

www.volunteerleicestershire.org.uk

Help with transport

Planning a journey

www.choosehowyoumove.co.uk



This guide was created by Anna Cyhan of the Leicester and Leicestershire Business and Skills Partnership to raise awareness of area industries.