



TELFORD FORWARD

EMPLOYMENT IN TELFORD & WREKIN



Many businesses employ a variety of occupations. For example, a large business will employ HR professionals, buyers, finance specialists, logistics co-ordinators and planners, warehouse staff, sales and customer service representatives, procurement specialists.

A smaller business may employ specialists or they may expect employees to combine two or more jobs. For example a designer may also have responsibility for customer service.

Therefore when searching for jobs, it's worth considering that businesses have a number of teams such as HR, marketing, sales, legal and finance to name but a few.

Think widely, remembering that there are hundreds of roles within each sector requiring all sorts of skills. Nurseries need Managers as well as Childcare Workers, Environmental Specialists can work on a consultancy basis across all sectors, and you will always find someone responsible for administration within a logistics business.

Telford isn't a one industry town; It's home to over 6,000 businesses employing over 82,000 people. We're a mix of scientists, engineers, gamers, designers, health professionals and bold leaders who are making an impact on the world.

Our growing sectors all of which can offer a range of careers and progression routes include:

- Business & Professional
- Digital & Technology
- Creative Arts, Social Media & Digital Marketing
- Engineering/Advanced Manufacturing
- Food & Drink
- Leisure, Hospitality & Retail
- Health, Care & Support
- Construction
- Agricultural Technology
- Childcare and Education
- Environmental & The Green Sector
- Warehouse & Logistics

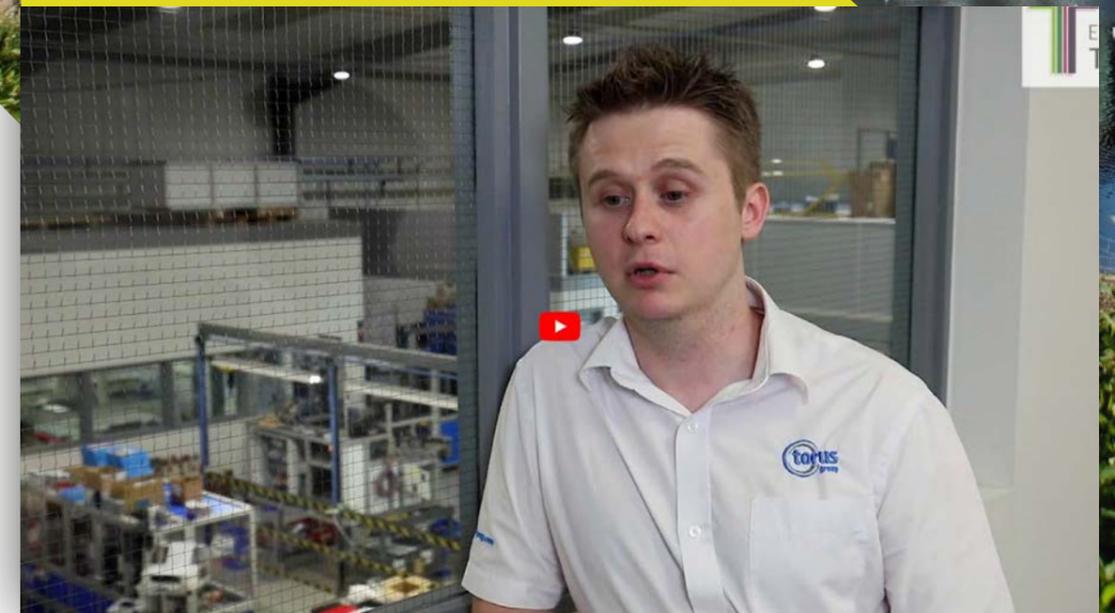
▶ **DISCOVER MORE**



CASE STUDY

TORUS GROUP

Watch Case Study from Apprentice to Director:



WORK

In Telford we work with terrific companies from micro to global with a worldwide reach.

We are working at the cutting edge of automotive design, finding answers to digital challenges and are world leaders in agricultural technology. But, we're also brewing craft ale and creating the biggest and best meringues in the region. Telford is constantly changing and adapting, creating some of the best careers opportunities in the Midlands. In Telford, there's always a new challenge to solve.

THAT'S LIFE.
THAT'S TELFORD.



We're a town of innovators. We're a melting pot of scientists, engineers, gamers, designers, health professionals and bold leaders who are making an impact on the world. Whatever your ambitions or interests there's a career in Telford for you.

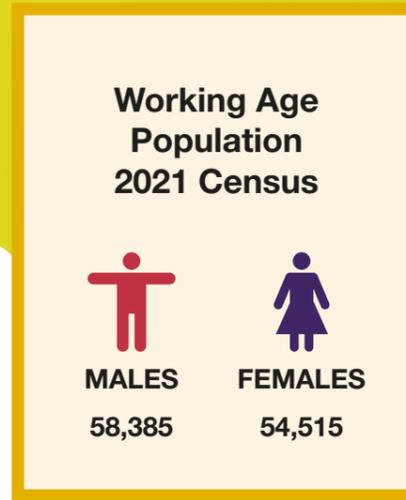
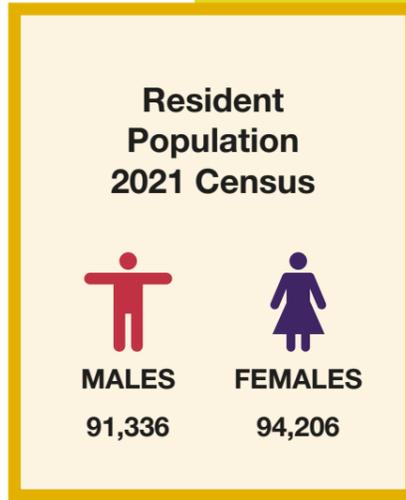
The fastest growing town in the West Midlands, over £250m private sector investment in the last 3 years.

Telford is emerging as a digital centre of excellence, with big players such as HMRC and Capgemini.

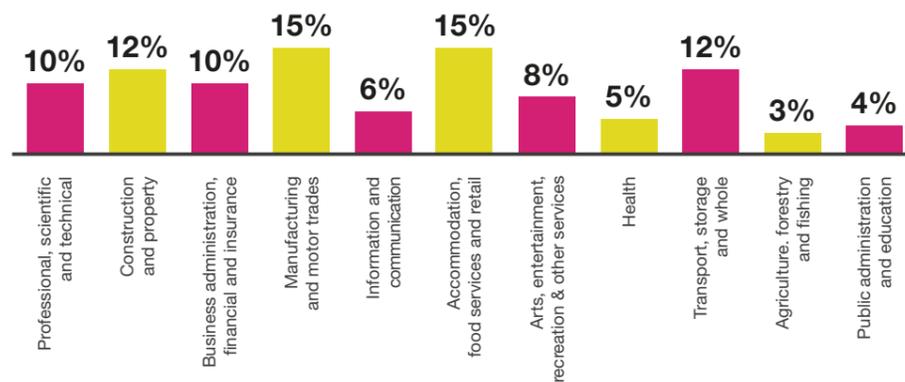
Since the birth of industry, Telford has built its reputation as a town of innovators.

THE RESIDENT POPULATION OF TELFORD & WREKIN

Telford and Wrekin is home to over 6,000 businesses employing over 87,000 people.



What types of businesses do we have in Telford?



▶ TAKE A LOOK AT SOME OF THE BUSINESSES IN TELFORD TOWN CENTRE

- 1 [NHS The Princess Royal Hospital](#)
- 2 [BAE Systems](#)
- 3 [Kraft Heinz](#)
- 4 [MOD](#)
- 5 [AGA Rangemaster](#)
- 6 [HMRC](#)
- 7 [Wrekin Housing Group](#)
- 8 [Telford Centre](#)
- 9 [Southwater Event Group](#)
- 10 [AO](#)
- 11 [Avara Foods](#)
- 12 [McPhillips](#)
- 13 [Denso](#)
- 14 [Moveero](#)
- 15 [Müller](#)
- 16 [Lyreco](#)
- 17 [Morris Care](#)
- 18 [Telford United](#)
- 19 [Ricoh](#)
- 20 [Epson](#)
- 21 [PDSA](#)
- 22 [Telford & Wrekin Council](#)
- 23 [Martin Kaye](#)
- 24 [Reconomy Group](#)
- 25 [Magna](#)
- 26 [Polytec](#)
- 27 [Department for Work & Pensions](#)
- 28 [fbc Manby Bowdler](#)
- 29 [Capgemini](#)
- 30 [Protolabs](#)
- 31 [CML](#)
- 32 [Station Quarter](#)
- 33 [In-Comm Training](#)



A SELECTION OF THE LARGEST EMPLOYERS IN TELFORD AND WREKIN



BUSINESS & PROFESSIONAL

The Business and Professional sector in Telford represents a wide array of businesses from accountancy, law and insurance to PR, management consultancy, advertising and employment agencies. These businesses range from the small to the large and they come with a need for a range of skills from administration to fully qualified professionals.

Telford and Wrekin hosts many of these businesses both small and large. Within some of the larger businesses you will find roles such

as Administration Assistants and Receptionists. Professional qualifications such as Accountancy or Law can be achieved through academic or vocational routes e.g. further or higher education, degree or apprenticeship.

These roles can also be found across other sectors, for example many businesses have their own legal and finance teams and employ qualified professionals.

Many of the professions within this sector lend themselves to self employment which can offer flexibility of location and working hours.

HR Officers will typically receive a salary of around £25,000 to £30,000 and HR Managers upwards of £45,000. Progression through to HR Business Partner or to global companies can increase salaries significantly.



Estate agents often earn a basic salary and receive commission based upon the number and cost of properties that are sold.



Career routes can be academic or through an apprenticeship which are now available up to masters level:

Some of the skills required to work in this sector

- Maths and English
- Strong communication skills
- Working to deadlines
- Organisational skills
- Knowledge or understanding of business
- Speaking a second language is useful

What you can expect to earn?

Salaries vary depending upon level and profession but as a guide:

- A Paralegal will earn between £18,000 and £26,000
- A Solicitor will earn between £30,000 to £45,000 however this will increase significantly with progression to becoming a partner
- A Finance officer will earn between £18,000 and £24,500
- A Chartered accountant will typically earn £38,000 with opportunities to progress into management accounts and financial management with salaries upwards of £60,000

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Accountancy Pathway](#)
- [Financial Pathway](#)
- [Legal Pathway](#)

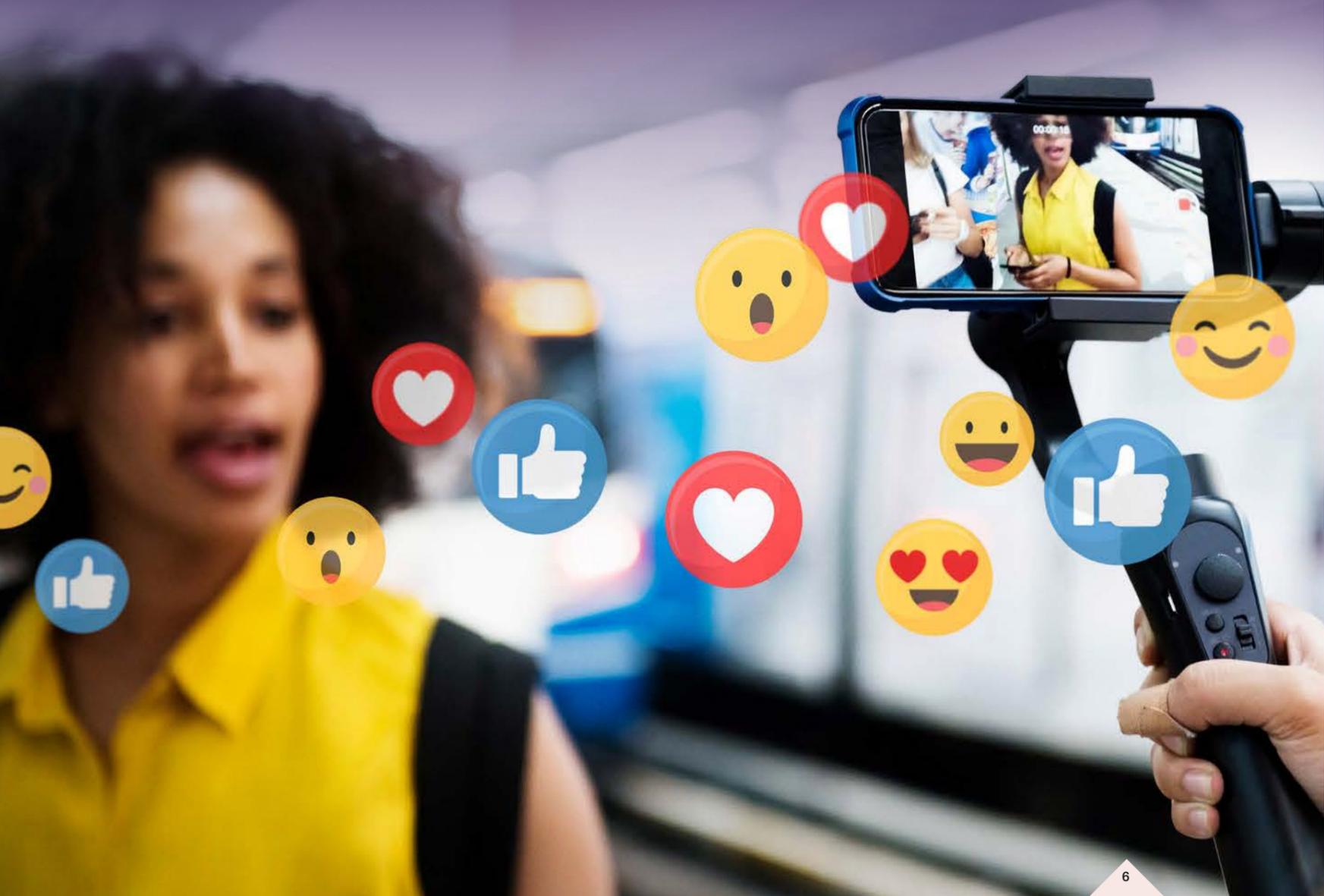
DISCOVER MORE

Each profession has it's own professional body. Below are just a few where more information can be found:



DIGITAL & TECHNOLOGY

Telford is rapidly becoming a centre for one of the fastest growing groups of industries in the UK, offering some of the most exciting and creative jobs. From large IT companies to smaller businesses offering a specialist services such as cyber security, cloud managed services, software development and systems integration, Telford has them all. Some larger businesses have their own internal IT teams and many people who work in this sector are either self employed or work on a contract basis so a range of opportunities are available at all levels.



Some of the skills required to work in this sector:

- Maths and English
- Science
- Art
- Creativity
- Attention to detail
- Problem solving
- Planning and organisation
- Design
- Resilience
- Presentation skills
- Meeting deadlines

What you can expect to earn on average

Earnings vary considerably depending upon roles and level. But as a guide:

- Cyber Security Analyst £23,000 to £60,000
- Database Architecture £35,000 to £70,000
- Database administrator From £19,000
- PC technician/Technical support from £19,000
- Software or network engineer, Team manager £35,000 to £70,000

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Digital Business Services Pathway](#)
- [Digital Production, Design and Development Pathway](#)
- [Digital Support and Services Pathway](#)



DIGITAL & TECHNOLOGY

THE WORLD OF WORK IS CHANGING

Digital technology is changing the way we work; we don't always need to go into the workplace or even work fixed hours.

50% of employers already have flexible hours and working from home as standard practice although this does vary according to job role and experience.

Employers will still need the key skills, knowledge and attributes to get the job done.

It is unlikely that a trainee would be able to work from home, just as a role on a production line would need to be in the workplace, however a graphic designer could easily work from a flexible location with no specific fixed hours.

Meetings can take place remotely via video conferencing, international collaboration enables quicker and more cost effective product design.

As the digital revolution continues, technology will impact on every sector, from robotics in manufacturing, to SAM the robotic bricklayer, or a beauty or medical consultation with a BOT. Robots provide a 24 hour service, are never ill, never late and never suffer in the morning from the night before. The pace at which the digital world is developing, is so rapid, we cannot fully understand the impact on all sectors and predict the skills that will be needed. Programming and coding skills will be increasingly required and digital skills to operate the systems and technology.



ASSISTIVE TECHNOLOGY

including the use of wearables in the Health and Care sector



HERE ARE SOME OF THE MOST

ROBOTICS

in manufacturing





DIGITAL & TECHNOLOGY

Virtual and Augmented Reality create safe and controlled learning environments by providing life like simulations for new recruits or for new products.

How often would any of us be able to look at the vessels, arteries and tissue within a human heart? Virtual Reality enables us to do this and can be used by surgeons to practice operations or to understand the impact on other parts of the body.

The Military are using VR to simulate warfare to help soldiers with PTSD as a form of exposure therapy and it is now used in police forces in scenario training and by businesses to identify hazards in the workplace.

Learning doesn't end once we've started work, in fact we are now in a world of lifelong learning with Artificial Intelligence and Augmented Reality playing an important part. It enables us to transfer skills from one generation to the next or from employees who progress to other roles.

Artificial intelligence is part of our everyday lives; think about the sponsored ads that pop up on your mobile phones which are based on past searches. TV providers will suggest programmes based on watch history, Alexa, Siri and Google are resident in many homes, gathering information based on our lifestyles. The more information that is gathered, the more efficient the intelligence will become.

www.willrobotstakemyjob.com may give you some ideas about the future of our jobs.

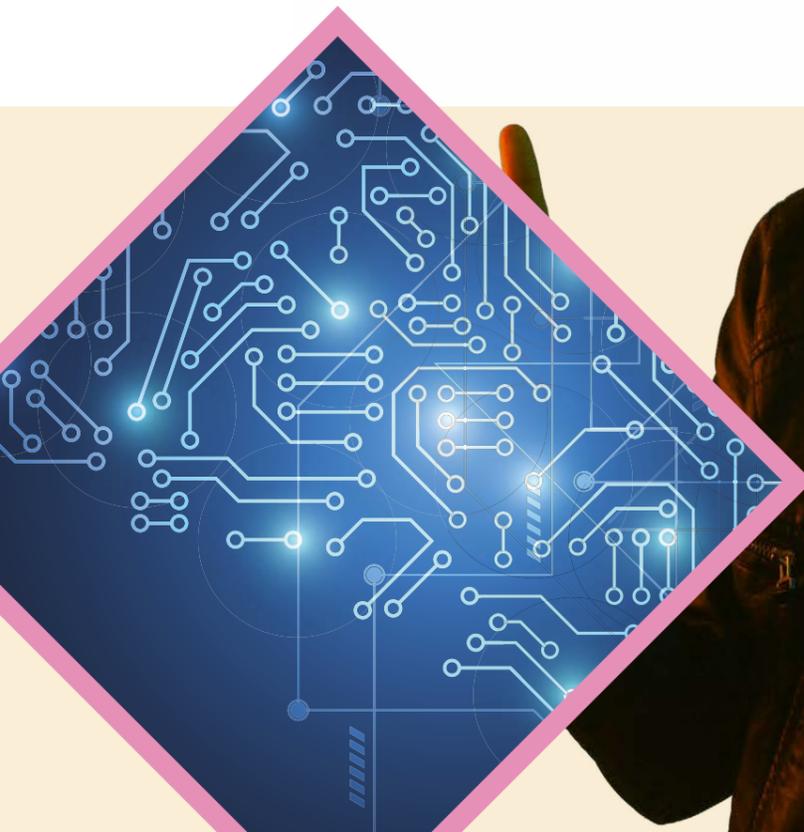
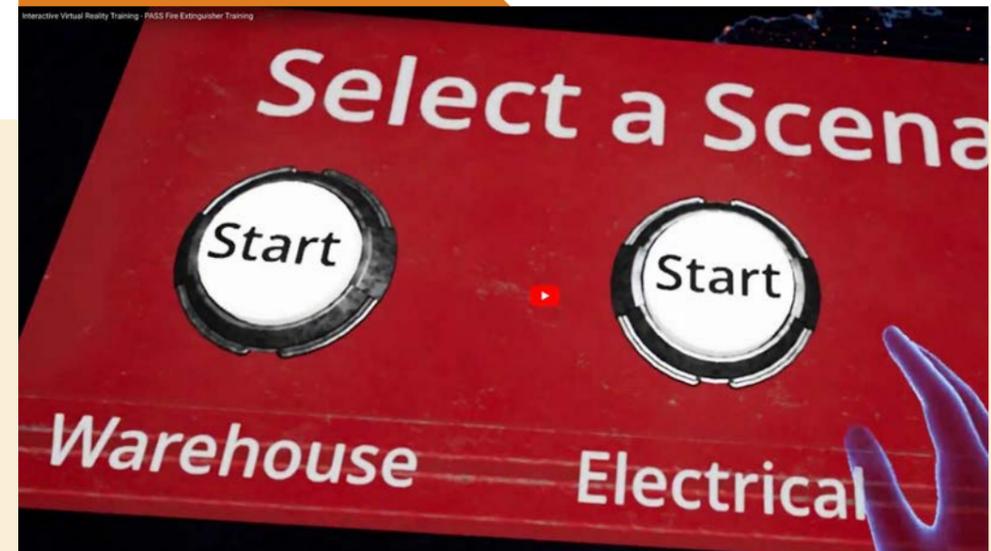
ARTIFICIAL INTELLIGENCE

in driverless vehicles



VIRTUAL REALITY

for training





CREATIVE ARTS, SOCIAL MEDIA & DIGITAL MARKETING

If the arts and culture are your thing you will find jobs working within performing arts to museums. Ironbridge – A World Heritage site is home to museums and historical attractions, offering a range of voluntary and paid employment opportunities. The Creative Arts sector includes Web Developers; Photographers; Graphic and Game Designers, where opportunities can either be self employed or employed. Hours of work can be outside of the Monday to Friday 9-5; for example photographers commonly cover weddings and events over weekends and evenings. Travel is also required to cover multiple venues. Often web developers work remotely and are required to go into the workplace on an ad hoc basis.

Social Media and Digital Marketing are two of the fastest growing industries in the UK. Roles are continually evolving with rapidly changing skills needs and platforms. Jobs can be employed working exclusively within a business or a PR/Marketing agency or sometimes self employed, providing a service to multiple businesses.



Some of the skills required to work in this sector:

- Maths and English
- Science
- Art
- Creativity
- Project management skills
- Networking and analytical skills
- Communication skills
- Design
- Team work
- Presentation skills
- Meeting deadlines

What you can expect to earn on average

Earnings vary considerably depending upon roles and level. But as a guide:

- Digital Marketing Assistant £18,000 to £40,000
- Museum Curator £18,000 to £40,000
- Web Developer job will pay around £19,000 to £60,000
- Graphic Designer around £28,000

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Craft and Design Pathway](#)
- [Cultural Heritage and Visitor Attractions Pathway](#)
- [Media, Broadcast and Production Pathway](#)
- [Digital Business Services Pathway](#)



ENGINEERING & ADVANCED MANUFACTURING

Engineering and Advanced Manufacturing is one of our largest sectors with roles such as Machine and assembly operators, packers, team leading, highly skilled engineers and management. Everything that we use is manufactured, often using the latest technology, automation, robotics, pneumatic and hydraulic systems. Much of the production is on a large scale but some work is bespoke and more hand crafted.

Nationally there is a shortage of engineers and Telford is no different. Opportunities exist in Electrical, Mechanical, Aerospace, Materials, Design and Quality to name just a few.

As technology evolves, so does the required level of skills. Programming and maintenance become more technical, problems can be more complex and our constant requirements for new and updated products mean that engineers are always in demand.

Shift working is often required with nights and weekends being part of the regular working pattern. Some lower skilled jobs can be repetitive and involve the use of machinery or hand tools and may suit someone who likes to do the same thing each day. We take many household products and cars for granted, these are important jobs within the manufacturing process, and without people to do these jobs, many of these products could not be made.

Some of the skills required to work in this sector:

- English and Maths
- Science
- Problem solving
- Creativity
- Teamwork
- Planning and organising
- Attention to detail

What you can expect to earn

Earnings vary considerably depending upon the role and level but as a guide:

- Metal Working Machine Operative £21,350
- Plastics Process Operative £22,450
- Production technician £26,300
- Design Engineer £39,150
- Electronics Engineer £46,500
- Mechanical Engineer £41,750

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Engineering, Design and Development Pathway](#)
- [Maintenance, Installation & Repair Pathway](#)



Telford is famous as the 'birthplace' of industry and today is still a thriving engineering and advanced manufacturing centre.

We have some of the most advanced, highly automated businesses in the UK located here, offering an array of jobs from assembly and machine operators to CAD designers, material engineers and electrical engineers, through to higher level roles.





FOOD & DRINK

Food and drink is the largest manufacturing sector in the UK and expanding rapidly, creating an additional 140,000 new jobs in the UK by 2024. Food and drink processing and production are a vital part of Telford's economy representing everything from large scale processors to artisan producers. Local businesses include meat and egg processors, chocolate and dairy manufacturers and smaller businesses producing artisan foods, pastries, meringues and growers who also source and pack fruit. In Telford you will find jobs from packing and production operatives through to food scientists and engineers.

Automation is becoming increasingly important, and therefore raising skills in maintenance and engineering for robotics and sensor systems is crucial. Whilst there are still lower skilled opportunities such as Packing, Production and Hygiene Operatives, this sector is also offering new, highly skilled roles.

This sector offers progression and career pathways through to management level or via a specialist technical route.

The interest and willingness to learn is highly valued and businesses are keen to develop their staff at all levels. Apprenticeships are available at every level in this sector.

Specialist roles such as Bakers; Butchers and other technical roles can be hard for businesses to fill and there are many vacancies for Engineering and Quality Control roles.

Health, Safety and Hygiene are extremely important in this sector and you will find work environments have strict policies and uniform requirements. Shift patterns vary although some businesses do offer more flexible working hours, especially for apprentices.

Did you know?

Over 20,000 tons of chocolate products, are produced by one of our businesses including manufacturing Easter Eggs for a global confectionery brand.

When you buy a fruit pot in a supermarket, it may have been packaged in Telford.

One of our largest employers rears and processes chicken, supplying many supermarkets and restaurants across the UK.

A famous global chain sources its beef for burgers from a business in Telford

Some of the skills required to work in this sector

- English and Maths
- Science
- Team work
- Attention to detail
- The ability to follow instructions
- Communication

What you can expect to earn?

Earnings vary considerably depending upon the role and level but as a guide:

- General Operative £18,000
- Butcher £26,000
- Food Technician £22,000
- Engineer £45,000

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Engineering, Manufacturing, Process and Control Pathway](#)
- [Sales & Retail Pathway](#)

DISCOVER MORE

Each profession has its own professional body. Below are just a few where more information can be found:



LEISURE, HOSPITALITY & RETAIL

Customer service is a key skill for all jobs in this sector which include Waiting Staff; Chefs; Event and Conference Planners; Hotel Managers, Tourism Officers, Sales Assistants, Leisure Assistants to name just a few.

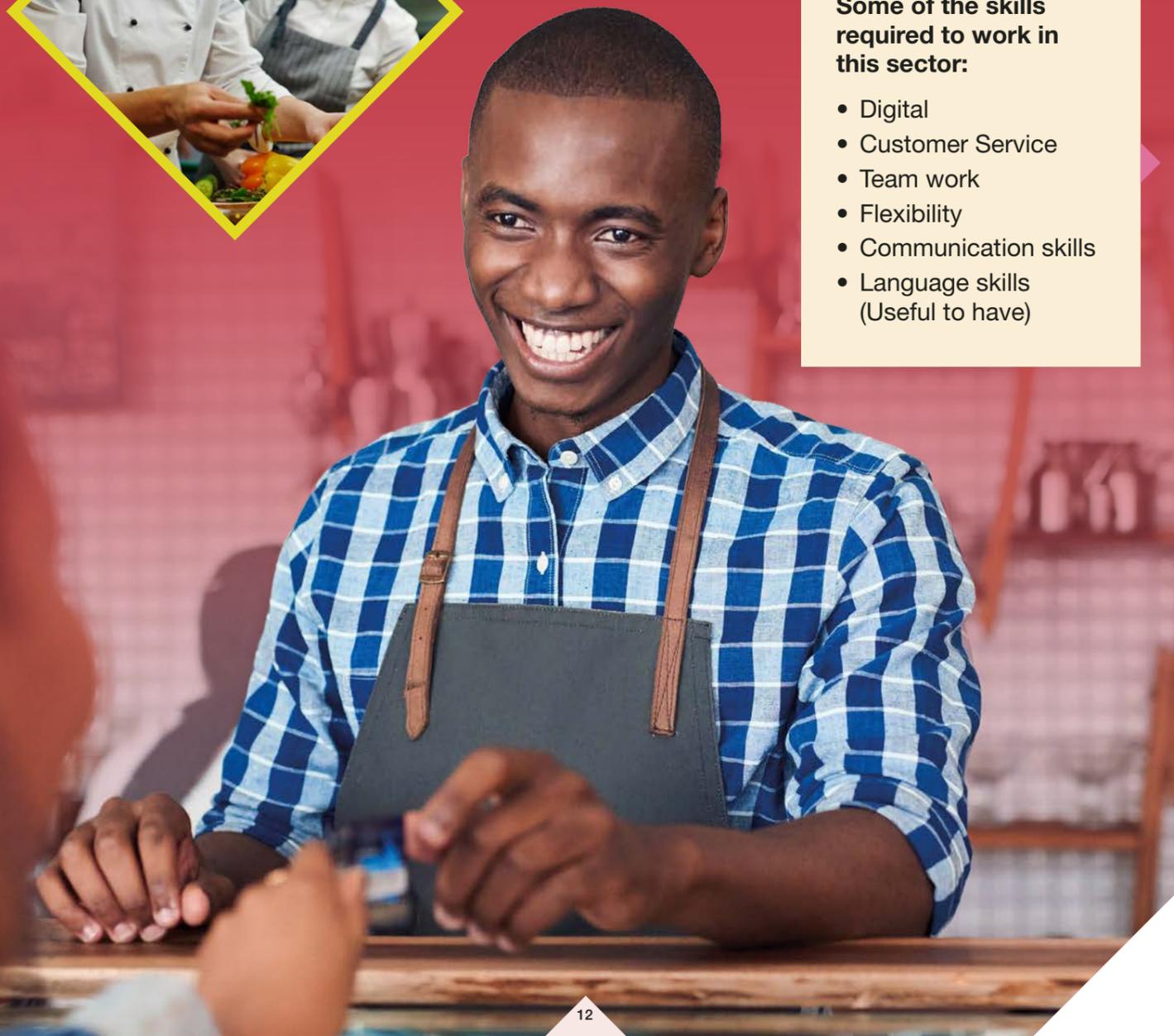
Some people start work part time in this sector for an income whilst studying and progress through to management or a career in buying, marketing or HR.

Many roles involve evening and weekend work, can be physically demanding and will be different every day. Competition is strong between leisure venues and therefore creativity within this sector is a must for people who want to progress.

Technology is changing the way that many people work, for example digital orders which are sent straight to the kitchen have replaced paper orders and require basic IT skills. Totems providing local event information to visitors require programming and updating, and conference floor plans use digital tools and are easily amended.

Southwater is home to restaurants, bars and entertainment venues, Telford and Wrekin Council not only have Telford Ice Rink but also Leisure Centres across the borough, Telford Centre is developing and bringing in new stores all of which look for full and part time retail and customer service staff.

Across other parts of Telford, the borough towns, industrial parks, green spaces there are lots of businesses within this sector so a vast array of opportunities to suit your interests and skills.



Telford's leisure and tourism offer is expanding significantly with multimillion pound investments taking place that are transforming the town's economy.

Given the high priority that leisure is becoming for many of us, Telford is seeing the diversification of its offer with numerous new restaurants and leisure activities opening. This is creating a fantastic array of jobs from customer service posts to hotel managers and event planners.

Some of the skills required to work in this sector:

- Digital
- Customer Service
- Team work
- Flexibility
- Communication skills
- Language skills (Useful to have)

What you can expect to earn

Earnings vary considerably depending upon the role and level but as a guide:

- Waiting/Bar person £17,000
- Receptionist £18,000
- Chef £19,500 to start progressing to £33,000 for a head chef
- Conference Planners £23,000
- Hotel Managers start at £30,000

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Catering Pathway](#)
- [Hospitality Pathway](#)
- [Marketing Pathway](#)



HEALTH, CARE & SUPPORT

In Telford as across the rest of the UK, people are living longer and staying independent for longer. The health, care and support sector is growing rapidly here with a increasing demand for workers.

Whether you are looking for a care or nursing role or want to further your career as a social worker, occupational therapist or care manager, there is an endless variety of roles available from those requiring lower skills to others which are highly skilled and qualified.

Jobs include home Care/ Support Assistants; Social Workers; Occupational Therapists; Residential Care Workers; Nurses and Care Managers with clear career progression pathways through to management level.

Work can be 'hands on' and some roles require you to work shifts, as Health and Care is a 24 hour role. Nurses, Care Assistants and Social Care Workers are actively involved in providing medical and personal care, whereas roles such



as Counsellors provide people with time and a safe environment to explore feelings and consider solutions to problems that they are having.

Care skills are needed in jobs at every level and the skills gained from a role as a care assistant can be invaluable if you want to progress.

Working as a doctor is a rewarding role, diagnosing and treating patients, you can work in general medicine or specialise in areas such as Paediatrics, Orthopaedic, or Obstetrics and Gynaecology. Often shift work is required as hospitals operate 24 hours a day 365 days a year. The Princess Royal Hospital in Telford has opportunities across many 'specialties' from foundation level through to Consultant.

Some of the skills required to work in this sector:

- English and Maths
- Good communication skills
- Good listening skills
- The ability to follow instructions
- The ability to form good relationships

What you can expect to earn.

Earnings vary considerably depending upon the role and level but as a guide:

- A Care Worker can expect to earn upwards of £18,900
- A band 5 qualified Nurse will earn between £23,000 and £29,000
- A Social Worker salary is £33,317
- The salary for a Pharmacist is £42,200
- The salary for a Doctor is £74,900

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Health Pathway](#)
- [Healthcare Science Pathway](#)
- [Science Pathway](#)
- [Care Services Pathway](#)

HEALTH AND SOCIAL CARE

for training



[The Marches Centre of Excellence for Health and Social Care](#), based on the Priorslee campus of the University of Wolverhampton provides state of the art training facilities. Offering simulation and anatomy visualisation which enable students to 'see' inside the human body or to simulate an emergency or clinical setting this is place to go if you want to progress within a career in Health and Social Care





AGRICULTURAL TECHNOLOGY

AgriTech is a new and evolving sector which uses technology in agriculture and horticulture to improve yield, efficiency and profitability; and the Borough is an AgriTech centre of excellence. The sector will continue to grow with 60% more food needed globally by 2050 and in Telford you can find opportunities in research, engineering and business in this exciting industry.

[Harper Adams](#) is the leading Specialist University for the AgriTech industry. An onsite farm which is part of the School of Sustainable Food and Farming, is used for research and development of advanced technologies to increase productivity and sustainability and the research centre and laboratories allows for innovation and testing.

The use of drones, GPS tracking, automated irrigation systems and satellite imagery are changing the industry and the skills required. The reliance on lower skilled manual labour is reducing and being replaced by people with analytical skills, logistics, and data interpretation skills, whilst using technology to solve problems and perform repetitive tasks.

With a growing population, the demands for food are increasing, and innovation and automation are key to many businesses in order to keep costs down. As well as technical skills, the AgriTech sector also has the need for Engineers; Programmers and Researchers.

Some of the skills required to work in this sector:

- English and Maths
- Science
- IT/digital
- Customer Service
- Communication
- Business Management
- Health and Safety
- Engineering
- Nutrition
- Cyber Security

What you can expect to earn

Earnings vary considerably depending upon the role and level but as a guide:

- General Farm worker £19,500
- Animal Technician £19,500
- Nutritionist £26,000
- Rural Chartered Surveyor £38,000
- Quality Manager £40,000
- Engineer £42,000

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Agriculture, Land Management and Production Pathway](#)
- [Healthcare Science Pathway](#)
- [Science Pathway](#)
- [Design, Surveying & Planning Pathway](#)



CONSTRUCTION

As you would expect from the fastest growing town in the Midlands, Telford has ambitious plans for growth in infrastructure, housing and employment sites. Most of the biggest house-builders are operating in the town and there is significant investment in a range of employment provision from offices to warehousing and high tech factories. This means that there are great opportunities for careers whether in construction or within the businesses that support the sector from architects to planners. Construction isn't just about bricklaying, you will also find highly skilled Project Managers, Quantity Surveyors, Site Managers and Plant Operators.

There are plenty of opportunities to progress within this industry, and self employment is a real option when enough experience has been gained. Finding the right people with the right skills is a persistent challenge for many of our local construction businesses.

Technology within the construction sector is changing the way people work and the skills required. The use of drones for building surveys, virtual reality for design, and 3D printers to create everything from building blocks to an entire structure mean that a new range of skills are required in addition to traditional roles such as plumbing, bricklaying etc.

The focus on energy efficiency requires an increased skill set such as fitting solar panels, and other environmentally friendly products.



Some of the skills required to work in this sector:

- Maths and English
- Teamwork
- Attention to detail
- Digital/ICT
- Planning and organisation
- Reliability
- Leadership and Management
- Health and safety

What you can expect to earn

Earnings vary considerably depending upon the role and level but as a guide:

- Painter and Decorator £23,450
- Bricklayer £24,540
- Carpenter/Joiner £25,700
- Plumbing/heating and Ventilation Engineer £28,500
- Electrician £30,750
- Scaffolder £32,150
- Architect £36,450
- Civil Engineer £40,850

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Construction and the Built Environment Pathway](#)





CHILDCARE & EDUCATION

The availability of government funded childcare for 2 year olds means that there are many jobs for Nursery Assistants and Childcare Workers. Working with babies and children up to the age of 5, helping them develop and learn in a safe environment. Days are active and work requires constant observation of children.

Apart from employment within a nursery, some families opt for a Nanny to work within the family home which can be on a live in or live out basis and even shared with another family. Many people work from home Childminding on a self employed basis, often starting this when, they have children of their own. Something else to consider is work within holiday resorts in kids clubs which generally are live in positions and can be within the UK or abroad. All jobs within this sector require a DBS check. You

can progress from a nursery worker through to a manager or train as a teaching assistant or teacher or a social worker.

Teaching assistants are valued members of the school team, supporting the teacher to prepare and deliver lesson plans and classroom activities and supporting the students to achieve. Teaching assistants can work with a whole class, small groups or on a 1-1. Progression to a higher teaching assistant can lead to lesson delivery or to becoming a qualified teacher.

Telford has over 80 schools, primary, secondary, special schools and independent so jobs to support students of all ages and abilities.

You can train to become a teaching assistant or a teacher through the college and university route or through an apprenticeship. Like many other jobs, using your life experience you can enter this sector as a career changer.



Some of the skills required to work in this sector:

- Communication
- Energy
- Patience
- The ability to work within a team

What you can expect to earn

Earnings vary considerably depending upon the role and level but as a guide:

- Nursery Assistants start at around £19,000 pa
- Social Workers and Teachers can earn in excess of £35,000 pa

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Education and Childcare Pathway](#)
- [Care Services Pathway](#)

DISCOVER MORE

Each profession has it's own professional body. Below are just a few where more information can be found:



ENVIRONMENTAL & THE GREEN SECTOR



The environment is a concern for many of us, both at home and at work. Businesses across all sectors are seeking to improve their environmental performance and embrace sustainability, understanding the benefits on local communities and making them more competitive.

Investment into solar panels, the installation of electric vehicle charging points for employees, businesses with high energy outputs exploring how they can supply businesses with high energy usage are just some of the changes that businesses are making. Charities and the local community are benefiting by receiving material for crafts which would otherwise go to landfill. A cost saving for the business and for the community and a positive environmental impact.

Telford is home to an expanding number of environmental businesses requiring manual and professional skills. Innovation impacts across most sectors; think about environmentally sustainable housing, electric vehicles, the reduction of plastic in food packaging etc. Therefore Research and Development are key roles in the development of new products.

Some larger businesses employ specialists, other businesses use specialist consultants who work on a self employed basis. Telford lacks people with the required skills in this

What you can expect to earn.

Earnings vary considerably depending upon the role and level but as a guide:

- Starting salary for an Ecologist is around £20,000 pa
- Project Manager of specialist consultant can earn in excess of £60,000 pa

sector at all levels, but especially retrofit and emerging green skills. Entry level jobs can be those training in ecology or science, electricians can upskill to within a range of environmental technologies such as EV installation, and retrofit, plumbers can upskill to install ground source heat pumps and other renewable technologies. Training is developing all of the time in line with new technologies and research. Progression can be varied through to management or within specialised consultancy therefore salaries are varied starting from £20,000pa progressing to in excess of £60,000pa

Some of the skills required to work in this sector:

- Maths
- Science
- Communication
- Project management
- The ability to travel between locations

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Creative and Design Pathway](#)
- [Agriculture, Environmental and Animal Care Pathway](#)
- [Construction and the Built Environment Pathway](#)
- [Engineering and Manufacturing Pathway](#)

DISCOVER MORE

Each profession has it's own professional body. Below are just a few where more information can be found:



WAREHOUSE & LOGISTICS

Most things that we use have been stored or transported, therefore Warehouse and Logistics which include Air, Water, Rail and Road are key across all sectors. Digital Technology is changing the way that many logistics companies operate and the skills required.

Depending upon the product, warehouse work can be physically demanding. Sometimes the use of a fork lift is required for which a special license is needed although increasingly automation in the form of robots are being used to select and load vehicles. More and more, we

are shopping online and therefore consumer deliveries are higher resulting in growth across supply chain management and an efficient logistics process. Some businesses use specialist logistics companies whilst others have their own in house team and in the future we will see deliveries made in autonomous vehicles.

Entry level jobs include warehouse operative for which many will require a fork lift license. Often these jobs involve shift working and require basic IT skills and attention to detail Progression through to management which involves management of people and processes. Good organisation and communication skills are required to progress to a Warehouse manager

Logistics can offer a range of careers starting from transport planner, supply chain assistant progressing to analyst and management.

Drivers also fall within this category; HGV, Bus, Couriers and delivery, which can involve long periods of driving and overnight stays away from home and often working alone.

Some of the skills required to work in this sector:

- Fork Lift License
- IT skills
- Attention to detail
- Organisational skills
- Good communication
- Negotiation skills
- Relationship management
- Analytical skills and the ability to interpret information

What you can expect to earn.

Earnings vary considerably depending upon the role and level but as a guide:

- Warehouse assistant start at £19,000 pa
- Warehouse Manager £35,000 pa
- Transport planner £20,000 pa
- Transport Manager £35,000 pa
- HGV Driver in excess of £45,000 pa

Some career pathways to consider

Pathways illustrated are for technical occupations through to professional.

- [Transport and Logistics Pathway](#)
- [Engineering, Manufacturing, Process and Control Pathway](#)

DISCOVER MORE

Each profession has it's own professional body. Below are just a few where more information can be found:





LOCAL GOVERNMENT & PUBLIC SERVICES

PUBLIC SERVICES

A large sector offering lots of different roles, some involving shift working and covering 24 hours a day 365 days per year but others offering flexible hours, full and part time, days, evenings, weekends so something to suit everyone.

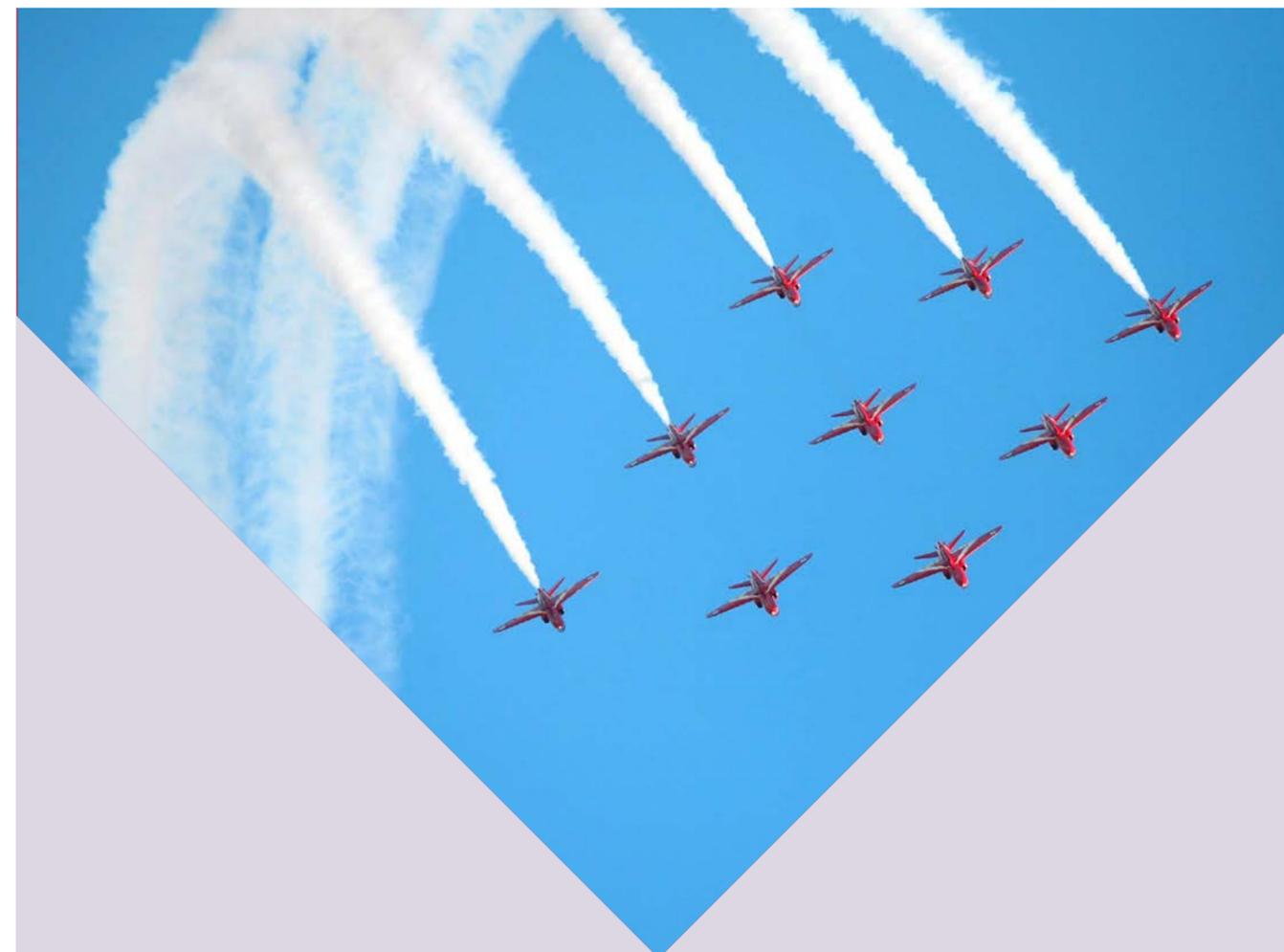


[West Mercia Police](#) can offer a diverse range of options in specialist units such as Dog Handling or Traffic Police or you could opt for a role as a Police Community Support Officer or Contact Handler. New and innovative technology is transforming policing as we currently know it and has increased the number of IT roles available from specialist developers to IT support technicians. There are multiple ways that you can start your career a Police Officer through a degree apprenticeship route or following your degree. You will find [lots of information on the website](#), career profiles, current vacancies, application guidance and a list of FAQs

Maybe the Probation or Prison service is something that interests you. The roles can be demanding, challenging but also rewarding. Within the Prison Service there would be a requirement to work shifts. Many people find that shift working allows them flexibility to combine with other responsibilities or interests. A Probation Officer works with offenders whilst inside prison, after release or those service community sentences. Strong communication skills are required for a Police Officer and for a Probation Officer, although the duties might vary, these roles are people focussed and are around supporting the public and keeping them safe.

How about a career as a Paramedic, responding to emergency situations, some life threatening, working sometimes alone or within a crew. The Ambulance Service operates 24 hours a day over 365 days a year so you would need to work shifts to include some bank holidays. Many Paramedics are employed by the NHS although there are other private employers and the Armed forces. You can train as a paramedic via the University route or through an apprenticeship

For more information visit:



THE ARMED FORCES

The Armed Forces include the British Army, Royal Air Force and the Royal Navy and is the largest employer within the UK. There are hundreds of different roles for which training is provided and also different levels of entry; for example apprentice, regular or officer level. Whilst the primary role is to protect the UK you may be surprised to learn that the Armed Forces provide assistance in the event

of a disaster such as flooding or large scale emergencies. They also work with many of our schools, developing projects to help students develop skills and prepare for the working life.

Visit the sites below for more information or consider joining as a Cadet. All three services have cadet units within Telford which not only can be a great introduction for those considering a career in the Armed Forces but also a great way to gain skills and qualifications to take into adulthood.

For more information visit:



LOCAL GOVERNMENT & PUBLIC SERVICES

LOCAL GOVERNMENT

The Government's Levelling Up white paper detailed a commitment to move jobs out of London and base them across the UK, closer to the communities. Not only does this mean that some lower level vacancies will be available closer to home but also progression opportunities will also be more accessible and not always based in London.

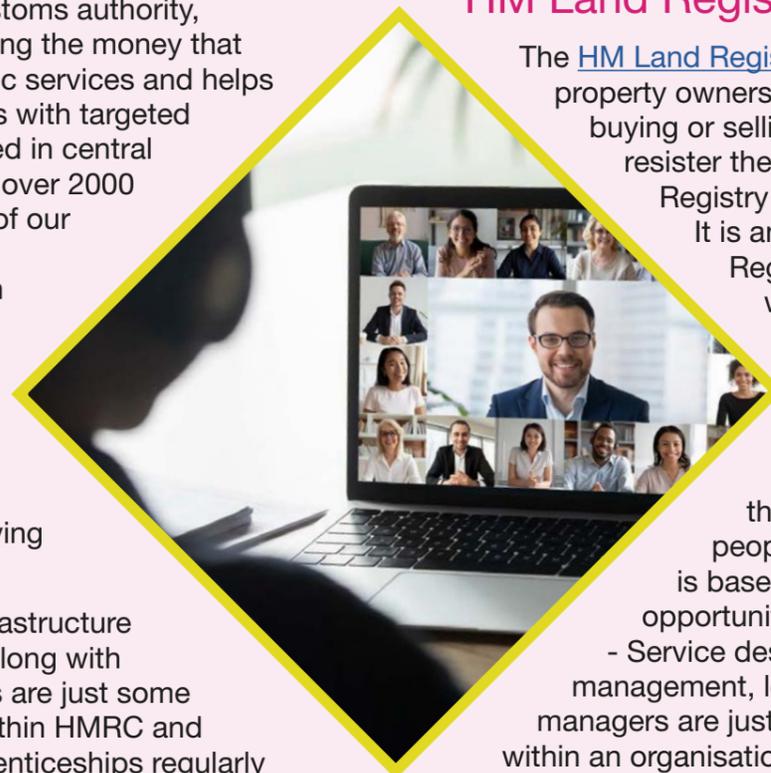
Telford is home to a few government departments.

HM Revenue & Customs

The [HM Revenue & Customs](#) is the UK's tax, payments and customs authority, responsible for collecting the money that pays for the UK's public services and helps families and individuals with targeted financial support. Based in central Telford and employing over 2000 people, HMRC is one of our largest employers.

A major transformation programme with significant investment in digitisation is enabling customers to do more online and therefore creating jobs developing and improving technology.

Business analysts, Infrastructure engineers, architects along with management positions are just some of the opportunities within HMRC and also a number of apprenticeships regularly advertised.



HM LAND REGISTRY

Working at HM Land Registry



Working at HM Land Registry

HM Land Registry

The [HM Land Registry](#) Safeguards land and property ownership across the UK. Anyone buying or selling land or property must register the transaction with HM Land Registry who record ownership. It is an ambition that HM Land Registry will become the world's leading land registry for speed, simplicity and an open approach to data and continue their transformation programme to implement this. Employing over 6000 people across 14 locations, HMLR is based in central Telford, and has opportunities from entry level, upwards - Service designers, Researchers, case management, legal assistants project managers are just some of the opportunities within an organisation which is committed to staff development and career progression.

Department for Work and Pensions

The [Department for Work and Pensions](#) is the UK's biggest public service department and administers the State Pension and a range of working age, disability and ill health benefits to around 20 million customers. In addition to the benefit administration, DWP support people into employment. Roles can be front facing or back office, from entry level to senior management positions, through apprenticeships, internships, fast track and regular recruitment through the [Civil Service jobs website](#). Not all roles are customer focussed, there are also roles in procurement, digital, project management, HR and occupational psychology.

DWP Digital is leading the digital transformation within the Department, providing an improved experience for customers and employees Test engineer, product manager, Architect. Service designer, are some of the jobs available and can be found at [DWP Digital Careers](#)

MoD Donnington

MoD Donnington is a British military base in Donnington, Telford and over recent years has seen significant investment with the location of the Defence Fulfilment Centre. Private businesses partner with the MOD to deliver support to the UK Defence service. Apart from the jobs that you might expect, they also employ facilities management staff, psychiatrists, analysts and many more, and also provide opportunities to work across the UK and in other parts of the world.

For more information visit:



Telford and Wrekin Council was awarded MJ Council of the year 2022 and is one of the largest employers in the borough. There are jobs working across different locations and within a range of sectors, working with people, businesses or in back office roles. The Council employs engineers, surveyors, cleaners, teachers and teaching assistants, social workers, leisure assistants, accountants and solicitors plus many more, delivering services to residents and businesses. Often roles can be flexible and you have an opportunity to work part time, from home or combine two part time roles to make up full time hours.

Working with partners, Town and Parish Councils, residents and businesses, the Council is constantly responding to new challenges so there's no time to stand still. New jobs are always arising, providing opportunities for development and progression and in all roles you will have continued support.

An example of the types of services delivered are below but take a look at the website to find about the services provided, there will be far more than you think.



Responsible for most of the schools across the borough, there are not only teaching opportunities but facilities management, catering, cleaning and education support roles too.

Not only is there a number of leisure centres across the borough but also Telford Ice Rink and the Tennis Centre. Behind the scenes, there are teams supporting the services and developing new ideas to ensure that products and services offered are those meeting the needs of the customer.

New housing developments require a lot of work before the bricks are laid, planning, road layout, surveys, ecology assessments, all of which are provided by the Council.

Apprenticeships are a large focus in The Council, advertised throughout the year, some of our senior managers started off their careers as an apprentice and have progressed to become team leaders, specialists and into senior management roles.

All employees can access health and wellbeing support, a staff discount scheme is available to all staff as part of the benefits package and if volunteering is important to you, paid time off is allowed for volunteering activities.

How do I find out what jobs and apprenticeships are on offer?

All jobs and apprenticeships are advertised on [WM Jobs](#).

Take a look at the [WM Jobs career](#) guide for more information and to read some case studies.



This is what some employees have said about working for Telford and Wrekin Council.

There seems to be a real positive and happy atmosphere where everyone looks out for each other and their wellbeing.”

From day one I have been supported by my line manager and I feel that right the way up to the senior management team, people do care.”

I’ve already had a performance review and feel I have clear goals and I understand my role and how it fits into the team and the wider organisation.”

The hybrid work arrangements help me to work flexibly around my two children and its nice to travel for the two days and work from home on the three days as I get the best of both worlds.”



What is an interview and how do they take place?

Interviews are a way for an employer to find out about you. Sometimes they are face to face, sometimes over the phone or increasingly online video.

It's a chance for you to show an employer that you're the right person for the job and an opportunity for you to find out about the business and whether it's right for you.

Be prepared!

Research the company – look on their website and social media pages.

What do they do? Who are their customers? Are they a large company with multiple branches or a smaller local company?

Often they will have videos of employees talking about their role and what it's like working for the company

Read the job description and think about some of the questions that you might be asked and how you could answer.

You will have an opportunity to ask the employer questions. Think of a couple of questions, not related to salary or holiday. Maybe you could ask about staff development and training, or about the company vision in the next 5 years. If they haven't already told you, then ask about the next steps in the interview process.

Header Curriculum Vitae

A CV tells the employer about you, your skills, qualifications and past experience. Even if you've sent it as part of your application it's always best to take a copy with you. There are lots of examples online and if you need help you can ask your careers adviser or [Telford Jobbox](#) can help.

Think about your experiences and how you can relate them to the job:

- Are you a school prefect? What are your day to day duties?
- Do you have a part time job?
- Do you do any volunteering?
- Have you taken part in the National Citizen Service programme and what has this involved?
- If you've had the opportunity to do work experience, how did it differ from school, what did you learn?
- Do you play a team sport?

Interview time...

If you've reached the interview stage, the employer is interested in finding out more about you.

You've prepared, so now it's time to be yourself and show the employer how keen you are.

Dress appropriately – If you can't find out about the company's dress code, make sure you're clean, tidy, and comfortable. If the interview includes a practical assessment you will normally be told this and what to wear.

Arrive slightly early – there's nothing worse than rushing in to an interview late.

Turn your phone off – even a phone on vibrate can be a distraction for both the interviewer and the interviewee.

Act confidently – greet the interviewers politely and offer a firm handshake.

Sometimes you will be interviewed by more than one person, talk to the person asking the question as often you will find the others are writing.

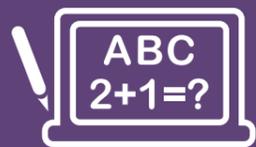
If you're unsure of what the interviewer is asking, ask for clarification and then take time to think about your answer.

Speak clearly – provide examples of what you've done and how it relates to the role.

At the end of the interview, thank the interviewer or the panel for their time.

MORE THAN JUST QUALIFICATIONS ARE NEEDED IN EVERY JOB...

Many of the skills below are interrelated. For example, problem solving requires good communication skills to explain your ideas; flexibility is required when working within a team as often you will need to consider the opinions and ideas of others; and the ability to use your initiative can improve customer service, and so on.



Maths and English



Communication



Ability to use initiative



Coping with challenge



Problem Solving



Creativity



Teamwork



Flexibility



Customer Service



Time Management

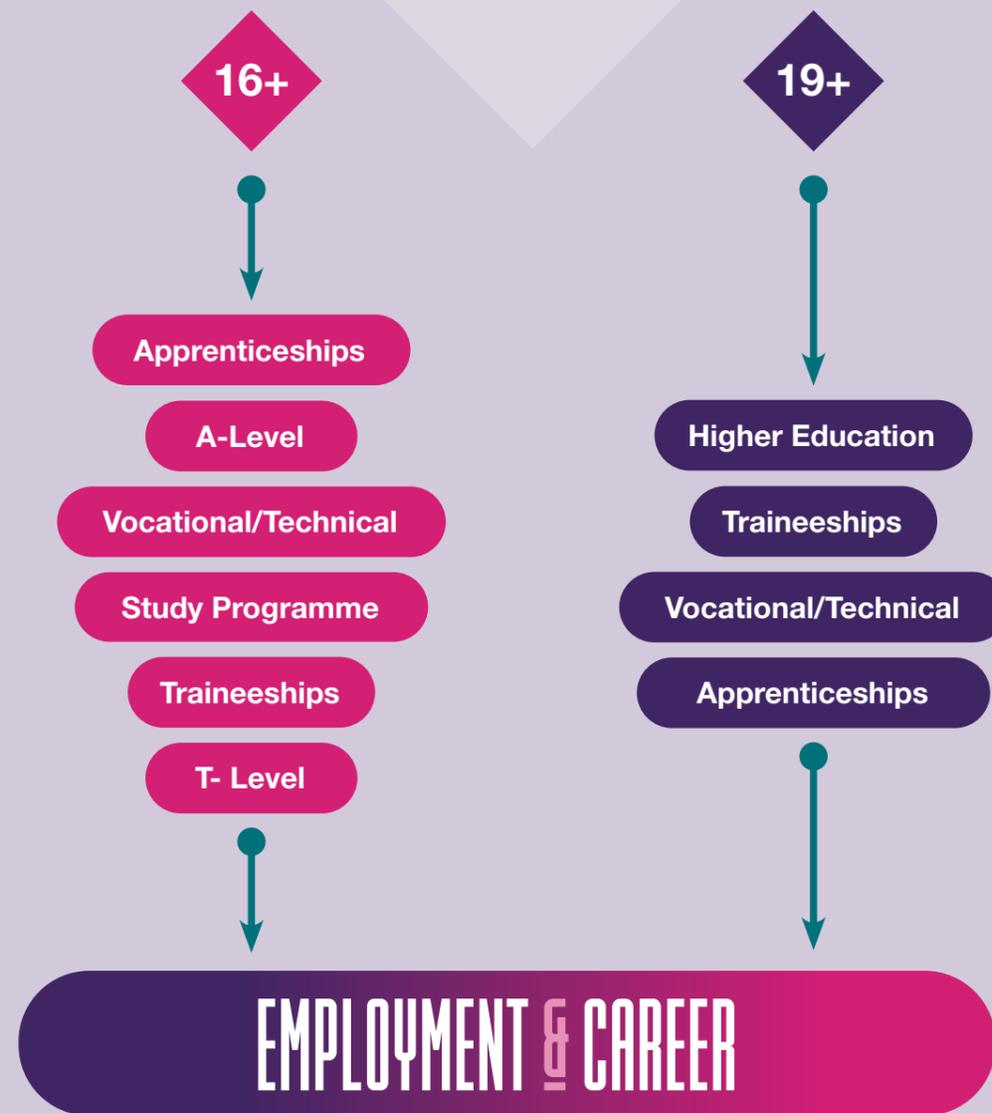


Dedication

Employers value a good work ethic and the willingness to learn

CAREERS & TRAINING

There are many routes into your chosen career and training providers who will support you to achieve your goals.



▶ **DISCOVER MORE**

For Local Further and Higher Education Providers click below:

APPRENTICESHIPS, TRAINEESHIPS & SUPPORT

There are other Private Training Providers or your school may have a sixth form:

Post-16 Course Search in Telford & Wrekin | Telford 1619

HOW DO EMPLOYERS RECRUIT?



Employers can already advertise their employment opportunities worldwide and this will become even more common in the future. Many will shortlist via online assessments and interview via MS Teams or Zoom.

Many employers use multiple methods of recruitment to ensure they reach a wide range of jobseekers sometimes offering remote working or hybrid with a mix of home and office working..

LinkedIn is the professional platform but you will see many vacancies advertised via Facebook, Twitter, Snapchat etc.

Telford [Job Box](#) can help with job search, applications and preparing for an interview

METHODS OF RECRUITMENT



Local press
37%



Job Centre Plus
28%



Word of Mouth
17.8%



Recruitment agencies
12.2%



Social Media
91%

Social Media is an active recruitment tool for advertising vacancies but also as a screening tool. Many employers will look at the social media profile of applicants before considering their application.





Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

▶ FURTHER INFORMATION