



KEY DATES

Events in weeks 1 – 6 you don't want to miss

Graduate Recruitment and Placement Fair

18/19/20th October (Various)

Go Global Week

31 Oct – 4 Nov (Various)

First Derivatives Presentation

3rd October 12 – 2pm (SGC HUB)

NI Accountancy Milkround workshop

5th October 1 - 2pm (SGC HUB)

KPMG

13th October 12 – 3pm (SGC HUB)

Application & Assessment Centre Skills session (PwC)

14th October 12 – 2pm (SGC HUB)

Teach First

25th October 5.30pm (SGC HUB)

Civil Service Fast Stream

26th October 1 – 3pm (SGC HUB)

HMC Global

27th October 2 – 4pm (SGC HUB)

Mock interviews (PwC)

28th October 9 – 1pm (SGC HUB)



Good Question. I'm glad you asked.

Welcome to the first ever edition of *The Edit*, a must-see guide, informative magazine and blog made specifically for Arts, Humanities and Social Science students here at Queen's University. We are uniquely placed as a faculty to be lucky enough to have such a broad range of careers, internships and opportunities that are open to us, with many occupational pathways open for us to pursue.

However, as current undergraduate and postgraduate students, the idea of what we can do after our degree can seem hazy and uncertain. A degree is our stepping stone to our dream jobs, but it is experience and advice that is crucial to pushing us in the right direction.

We, at *The Edit*, are here to help.

The Edit is a free, accessible and relevant guide for all AHSS students, written and produced by Queen's students. We are here to help you get the right information for upcoming Careers Events and Fairs taking place in and around Queen's, as well as possible internship and work experience opportunities in Belfast and beyond.

These top-class programmes and opportunities are available to all AHSS students who show an interest and want to, as our title spells out, 'Explore, Discover, Implement and Thrive.' The possibilities are endless and extremely accessible, but knowing where to find them can seem confusing.

Look no further, we have all you need to know. (CS)

SECTOR FOCUS

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SECTOR FOCUS – Charity and Development

In September 2015 there were 164,889 charities in the UK, ranging from small voluntary organisations to large charities with big budgets. Approximately 75% of charities are small concerns with an annual income of up to £100,000. (www.gov.uk)

GET EXPERIENCE

STAND OUT
FROM THE CROWD



Graduate Schemes and Internships

- **British Council** – 3 year international scheme
- **Cancer Research** – a 2 year scheme, four 6 month placements
- **CharityWorks** – 12 months, leadership training and research
- **The Wellcome Trust** – 2 year scheme with four 6 month placements
- **IntoUniversity** – a graduate training scheme as an education worker
- **City Year** – 1 year volunteering role in schools
- **Look Ahead Care and Support** – housing, 12 month graduate scheme
- **Sanctuary Group** – 2 year graduate scheme in housing charity
- **People and Planet** – often offer a 12 month paid graduate internship, environment role
- **Amnesty International** - research, campaigning and lobbying.

The Dream Job – Heather Monteverde

What is your job and what does it entail?

My job is Head of Services for NI Macmillan Cancer and Support and I have overall responsibility for Macmillan in funding the services across NI and being the face of Macmillan NI. My day-to-day role includes working with key stakeholders - senior people in health and social care including boards, public health interests, the five Health and Social Care Trusts, media, senior members of staff in department of health and politicians and civil servants. I also work cooperatively with other health charities within NI, working together to create the best possible service within NI.



How would having a degree in arts and humanities help with achieving a job in the charity sector?

Being educated to degree level you learn skills of analysis and research as well as providing you a platform to develop networks. Through studying and developing your personality throughout your degree you begin to see a wider view of the world which is beneficial in any job after you graduate.

Do you have any advice for students looking to enter the charity sector after graduation? What is the best and most relevant experience to gain?

It is important to keep any options as broad as possible and not to close off any opportunities that you don't think are of interest to you. The best thing to do is to volunteer for a charity to understand what the charity is about and whether you like it and know when job opportunities are coming up, whether this is alongside paid employment or being involved in internships.

What have been the highlights of your job so far?

Building Macmillan's profile in NI. In 2016 we have focused on securing a partnership with HSCB and the Department of Health to invest over £7million into specialist nursing posts to improve the care for patients with cancer across NI.

What makes your job a dream job?

Everyday is different and what you're doing makes a difference to real people who are going through difficult times. (CY)

NI Opportunities

- www.nicva.org - Northern Ireland Council for Voluntary Action (NICVA). Umbrella body for voluntary and community organisations in NI
- www.communityni.org/jobs - paid positions
- www.volunteernow.co.uk
- www.nidirect.gov.uk/volunteering - directory of opportunities

Global Opportunities

Some employers will have international offices, for example Concern Worldwide, Red Cross and VSO. The Guardian newspaper has a strong charities job section.

Employment opportunities are also advertised on specialist websites, including:

- CharityJob - www.charityjob.co.uk
- Jobs in Charities - www.jobsincharities.co.uk
- Third Sector - www.thirdsector.co.uk
- Institute of Fundraising - www.institute-of-fundraising.org.uk
- UNjobfinder.org
- Overseas charity recruitment agency – www.globalcharityjobs.com



Queen's University Belfast
City Scholarship Programme

***EXCLUSIVELY
FOR FIRST YEAR
STUDENTS***

Recruitment Fairs for First Year students

First year? You've just embarked upon your university experience and are trying to find your footing. Amidst the craziness of Fresher's Week, I'm sure graduation and your future couldn't be further from your mind. However, try and spare a few thoughts on the matter. Do you really want to sell yourself short in final year without having any relevant experience in your field of choice? Surely it would be wise to build up your experience and knowledge throughout the duration of your degree? After all, your university experience begins now – make the most of it.

You'll hear endlessly about fellow students' plans for their placement years and you may quickly tire of the surplus supply of graduate info for those science and maths related routes. It can get annoying – don't AHSS deserve placements? Shouldn't we also benefit from recruitment fairs?

Well, I think so anyway.

Therefore, it is crucial to be fully aware of all the graduate recruitment and placement fairs which run

throughout the academic year here at Queen's. They not only benefit those following the STEM route, but also those students desiring a career in the arts, humanities and social sciences. These events will enlighten you on the wide-ranging career opportunities awaiting AHSS upon graduation, with many companies interested in students from any degree discipline.

From accountancy and finance to law or education, charity and council work to sales and marketing, there is certain to be something of interest found within Queen's Graduate and Recruitment fairs. You may even find your future plans taking a turn as you discover new and exciting paths you had not thought of previously.

This year, the fairs will run on three consecutive dates within October (18/19/20th) on the Queen's campus, offering information concerning graduate jobs, placement opportunities, professional education and work experience.

Be sure to keep a look out for upcoming fairs and employers attending by checking your Queen's email account, or logging onto My Future! (KMCF)

CITY SCHOLARSHIP PROGRAMME

This is a prestigious programme that is unique to Queen's. It is open to applications from first year students of ANY degree discipline who are interested in a career in either Corporate Law or Finance.

Selected students undertake work-shadowing business placements with senior professionals in these sectors in one of a variety of cities around the world including London, Dublin and New York.

The placements take place in June, and within the UK and Ireland they last 5 days. The placements in New York last 10 days.

The costs are supported through scholarship funds donated by Queen's alumni and the companies for which they work.

APPLYING FOR THE PROGRAMME

Look on the Queen's Careers website and MyFuture for details of the application workshop during Go Global week.



Applying for a PGCE- would you like this industry?

A PGCE seems like the answer to all of your prayers when it comes to your Arts and Humanities degree. Carry on your favourite school subject for a few years, stick a PGCE qualification to the end of it and voila, you have a legitimate career path to follow. Teaching also seems to be the career choice everyone suggests when you tell them what you study, "OH I SEE, so you want to be an English teacher then?" However, first year is a time to explore your options so *The Edit* suggests you answer two big questions before making the leap.

How much do you enjoy working with children?

Dip your toe in and test the water- Try summer camps for children abroad Teaching English as a foreign language Leading in youth organisations



Are you willing to travel for work if necessary?

In accordance with the NAO (National Audit Office) the UK is actually experiencing an extreme shortage in teachers, however the jobs are localised primarily in parts of England and Wales. So don't be put off by yaps of "You'll never find a job", because they are out there - simply a little further afield. AND REMEMBER: research is key don't rely on hearsay! Full article and links available on blog at blogs.qub.ac.uk/theedit (OY)

Not ready for a job yet but need relevant experience?

Voluntary work, work experience and placements are great way of gaining valuable experience and insight into careers that you might not even have considered. Listed below are just a few of the employers from a variety of sectors that offer these opportunities to students from any discipline (HM):

Employers helping AHSS students get ahead

ALL of these employers attended the Graduate Recruitment and Placement Fair last year **offering placements to students from ANY discipline.**

So what's stopping you from getting the experience that will set you apart?

Accenture – Consulting
Allen & Overy LLP – Legal services
Army – various
Ashurst – Business
Baker & McKenzie - Law
B/E Aerospace – HR, Supply Chain
BDO NI – Audit and Business
Belfast City Council – Various
Berwin Leighton Paisner - Legal services
BP - Business
Caterpillar – Purchasing, Sales/Marketing
Citi – HR, Investment Research
Deloitte – Consulting, Audit
Diageo – Consumer Marketing, HR
Dunbia – Procurement, Sales
Enterprise Rent-A-Car – Management
EY – Corporate Finance
Grant Thornton – Advisory Services
Heineken – Languages, Supply Chain
Jaguar Land Rover – Design, Property, HR
Lough's Agency – Conservation
Pramerica – Financial services
PwC – Consulting, Training
Randox – HR and Training, QA
Rolls Royce – Project Management
Royal Air Force – Various
Royal Navy – Various
Ulster Carpets – International Sales, management

These organisations offered volunteer roles from ANY discipline.

Autism Initiatives – health and social related

Business in the Community –

Communications, Marketing

Depaul Ireland – Administration, support roles

Oasis Caring in Action – Community Development

Upper Springfield Development Trust – Community Development

Many students will be graduating and competing for the same jobs as you with the same degree and the same grade. What is going to make YOU stand out?



Get your skills accredited

Degree Plus Workshop Dates

- Tues 4th Oct 1pm-1.45pm
- Thurs 13th Oct 12.30pm -1.15pm
- Mon 7th Nov 1pm-1.45pm
- Tues 9th Nov 1pm-1.45pm
- Thurs 1st Dec 1pm-1.45pm

Register on MyFuture

Don't waste your last long summer!

Go Global Week: 31 October – 4 November 2016

Would you like to enhance your degree with a period of study or work abroad? It can be a great way of developing personal and employability skills, experiencing exciting new cultures, gaining a more global outlook and perspective, as well as an opportunity to meet new friends and have fun. Come to Go Global Week to discover the international opportunities that are available to you. Hear from other students about their time abroad and meet the organisations that can offer you an experience of a lifetime. Look out for further details at go.qub.ac.uk/goglobal from mid-October onwards.



Top Tip – Start and think like your future employer. Are you the kind of person you would want to employ? How do you become that person.

PS Thinking of applying for a PGCE next year?

Get organised now. On your application form you need to provide evidence of experience working with your key age group. Get involved in youth organisations, clubs and societies or volunteering with the Homework Club or tutoring. ***Formal experience in schools will set your application apart and is required for many courses.***

What else can you offer apart from academics? Are you musical or have sporting qualifications, do you have theatre or creative experience?

This takes time! Get yourself organised now before all the placements are gone. You need to set yourself apart. (CE)

FINAL YEAR FOCUS – Get Graduate Employed

AHSS Graduate Recruitment Fairs

For AHSS students, the Graduate Recruitment and Placement Fair usually serves as an annual reminder that you feel STEM students are more likely to get hired than you following university. HOWEVER this does not necessarily have to be the case. On first glance the stalls do seem to be a sea of engineering companies, financial corporations and legal firms, but if you're shrewd and look closely, these organisations may not be as cut off from you as they seem.

There are many businesses which appear at the Grad Fair who list that they will consider applications from ANY discipline. Whilst it may not be the most obvious connection for AHSS pathways or be exactly what you would like your future career to be, it does offer the opportunity to explore other ways in which you can use your degree and at the very least perhaps gain experience.

Below are a few of the businesses/organisations which state they will hire from ANY discipline:

- **Accenture** – Consulting
- **Aldi** – Management
- **Amazon** - Business
- **Augentius UK** – Real Estate
- **Baker Tilly Mooney Moore** – Business
- **Bank of Ireland** – HR, Retail
- **Belfast City Council** – Various
- **B/E Aerospace** – Supply Chain
- **BP International** - Business
- **British Council** – Languages
- **BT** – Technology and Business
- **Cavanagh Kelly** - Business
- **Citi** – Finance
- **Deloitte** – Consulting
- **Diageo** – Consumer Marketing
- **Dunbia** – Agri-Food
- **Enterprise Ireland** - management
- **EY** – Professional Services
- **Goldblatt McGuigan** – Professional Services

Listen up final years! It is coming to the end of our time at university and the need to start thinking about what to do after graduation is ever so present, whether it be employment opportunities, travelling experiences or thinking about being a postgrad.

- **Henderson Group** – Management
- **Heineken** – Languages, Business
- **HSCNI** – Health and Social Care
- **Hutchinson Engineering** - Administration
- **Jaguar Land Rover** - HR
- **Kingspan Group** – Business Development
- **KPMG** – Finance
- **Lidl** – Management
- **McKinsey and Company** – consulting
- **Monaghan Mushrooms** - Management
- **Musgrave Group** – Buying
- **Options Technology** - management
- **Public Appointments Service** – administration
- **Puppet Labs** - IT
- **PwC** – Consulting
- **Randex** – HR and Training
- **RBS/Ulster Bank** – Banking
- **Rolls Royce** – Project Management
- **Royal Air Force** – Various
- **Royal Navy** – Various

And so many more! To find the full and updated list of companies which appeared at last year's fair and the new companies this year go to MyFuture and find fairs under the 'Events' link.

So this year, don't avoid the fairs because you think nothing will apply to you. Companies appreciate the skill sets of AHSS students and can see potential in key future employees. Take advantage of having so many employers in the one room! (NH)

Top Tip – Explore different options when considering which jobs to apply for. You have a range of skills, not just a degree



Teaching Event: How to apply for a PGCE

Wednesday 5th October
SGC HUB
Check MyFuture for booking information

Interested in a career in media?
DO NOT MISS THIS



RTS Media Event

Panel discussions with industry professionals who will share their experiences, hints and tips.

Wednesday 2nd November
5pm – 8pm SGC HUB



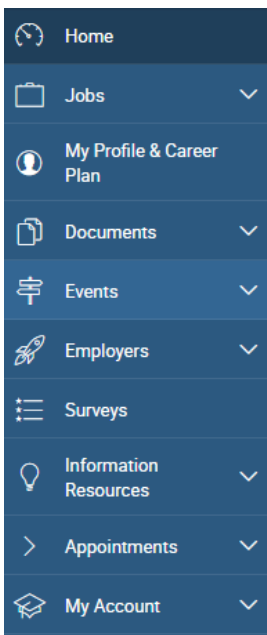
ROYAL TELEVISION SOCIETY
FOR ANYONE INTERESTED IN TELEVISION

FYI Watch out for early application deadlines

Some firms recruit early so make sure applications are in on time. Some high demand Postgraduate courses also have early deadlines –
18 Oct 2016 - 2017 entry UCAS Teacher Training programmes (Apply 1)
09 Nov 2016 - Apply 2 opens (2017 entry) - Applicants not holding offer from Apply 1

Application deadlines for NI institutions are generally in November and December. Keep checking online for up to date information.

Getting the most out of - MyFuture



Top Tip – check your clutter folder in your emails in case you've missed any updates.

- The most important thing to do is - sign in! You just have to use your Queen's e-mail and password, and you're in. Welcome! All Queen's students are automatically accepted to MyFuture, so you don't have to stress about being left behind.
- Update your personal MyFuture profile under the 'My Profile & Career Plan' tab. You can upload a profile photo and a cover image, as well as show off your resume and experience. You can also add your e-mail address and link to your LinkedIn pages.
- Check out the 'Attend Events' section. It will tell you all of the upcoming careers events, and by clicking on your preferred event, you can find the full information. If there will be potential employers attending, you will find a list of their business names, the industries they work in and from which particular academic discipline(s) they look for applicants. You can also use the search tool to find employers you'd love to be noticed by, and choose your 'Top 10 Companies'.
- Yes, those e-mails you have been receiving from MyFuture *are* useful, open them! Inside you will find a wide range of careers opportunities, from internships to graduate jobs. On the MyFuture website, you can also filter through these using the 'Jobs I Qualify For' tab. The hard work is already done! When you find an opportunity you like, you can click through and find out how to apply, as well as closing dates.
- Now that you're a pro, you can sign in to MyFuture at www.qub.ac.uk/myfuture and move one step closer to achieving your potential! (EMcM)

The control panel from MyFuture

6 ways to mess up a Careers Fair

1. Dressing like Captain Jack Sparrow - I know those mucky superstars, oversized t-shirts and ripped jeans are deemed fashionable for roaming around the McClay, but for a Careers Fair you need to have a bit of class about you. Dress smart in a shirt and suit trousers or for the ladies a nice blouse and cigarette trousers or decent length skirt and tights.

2. Ditching the convo - Yes, it may be boring and irrelevant to anything you would be interested in EVER. However, the old turn and run looks very rude and unprofessional. Instead take the time to listen to what the employers have to say, nod along and at the next available opportunity thank them and move swiftly on. You never know when the same company could be hiring for your dream job, or what you might miss by dismissing them prematurely.

3. Going mute - It can definitely be intimidating when you have no idea

what someone is on about, but stay calm. Try to unpack at least some of what they are saying and develop a quick set of questions that you can ask when they are finished. Employers will be impressed that you seem to be taking a sincere interest and asking questions, rather than murmuring "uh... cool" and shuffling to the next stall. Try to be confident and sell yourself well, ask no questions and you'll get no answers- and probably no placement.

4. Going straight for snacks and freebies - Yes PWC has cool lanyards but have you ever wanted to work there before? Negative. Keep your head in the game look for companies that really interest you and remember to do a little research before you arrive so you don't end up wandering around aimlessly.

5. Arriving empty handed - Have a copy of your CV! Have something to give employers! Bring it along and make sure it is triple spell checked. It's a good

reference point if a company requires certain qualifications or experience and you never know, if it's impressive enough you could walk away with an interview! Also think about carrying a small notebook and pen to collect contact details.

6. Bringing along your closest 50 friends – Don't hunt in packs, you will never stand out. Be confident and be memorable.

OH and don't arrive hungover. Just DON'T. (OY)

Quotes from last year's employers

'Students should have CVs with them.'

'Many students reluctant to approach, none had CVs with them'

'Excellent opportunity to engage with students and discuss placements'

Post Graduate Study

So, you've graduated! Now what?

While many will be eager to head straight into full time employment, getting another degree under your belt (and a few extra letters after your name) could be your perfect opportunity to refine your skills and increase your employability.

Some use further study as a way to hone in on an area of expertise, for example focusing on a certain era of history. It is also entirely possible to use post graduate study as an avenue to branch out into a different field within the Arts, Humanities and Social Sciences such as pursuing a Masters in Law from an unrelated undergraduate degree.

At Queens, provided you have achieved at least a 2:1 classification at undergraduate level, your post graduate journey is up to you. Check individual courses for academic and experience requirements.

If you are applying for a Masters course in England you may be eligible for a PG loan. This is not currently offered for Masters courses elsewhere in the UK or Ireland. However other funding strands are available. Queen's Postgraduate Centre has information on funding options for PG courses here. For other universities, contact the relevant department for details of any institutional funding. It has never been easier - or more beneficial - to study at a post graduate level. (OT)



Six top tips for Post Graduate Applications -

1. The most important tip for applying for a Masters is that universities accept applications on a first come first serve basis, so applying as soon as possible will benefit you so much more.
2. Applications are often sent to each institution individually and the process is dependent on each establishment so researching courses and each organisation is important.
3. You can apply for as many courses as you wish! Although time pressures will probably restrict you to between five and eight.
4. In terms of the application; you also need to include a postgraduate personal statement, proof of academic qualification, list of referees and a research proposal or portfolio (if required).
5. It is common that a postgrad course will be over subscribed so it's important to take the application seriously as well as prepare for possible interviews. For interview and application help, the Careers Service provides excellent support and advice.
6. There are still tuition fees for postgraduate courses!! Funding options are available but competitive. (CY)



Worried about funding Post Graduate Study?

Check out some options at -www.qub.ac.uk/directorates/sgc/careers/StudentsandGraduates/FurtherStudy/HowtoGetFunding



And now for something totally different....

Some popular conversion courses available are:

- **Graduate Diploma in Law (GDL)** - the GDL is a popular conversion for students wishing to become law professionals. Ideal for students without accredited undergraduate degrees in law.
- **MSc Management** – aimed at students from a non-business or management background
- **MSc Human Resource Management** – Accredited by CIPD, available at Queens
- **IT conversion courses** – check out Queens [MSc in Software Development](http://www.qub.ac.uk/Study/Course-Finder/PCF1617/PTCF1617/Course/SoftwareDevelopment.html) (www.qub.ac.uk/Study/Course-Finder/PCF1617/PTCF1617/Course/SoftwareDevelopment.html)
- **NCTJ Diploma in Journalism** - equips trainee journalists with the knowledge and skills for professional entry level journalism.

Find more details at www.prospects.ac.uk/postgraduate-study/conversion-courses

When choosing a Post Graduate conversion course check that it is accredited and recognised by sector governing bodies.



AND FINALLY....

Sorting all your careers headaches one problem at a time.

“What can I do with an English degree if I don’t want to be a teacher?”

Being an English student myself, I can more than relate to this question. It seems that everyone’s reaction to finding out you study English is “Oh, so you’re going to be a teacher then?”. The problem is that English is viewed as a degree based upon reading books and discussing Jane Austen characters when in fact there is so much more to it. Yes, there is a large volume of reading required as well as novel and theme analyse but that is just one branch. A degree in English involves having the skill to analyse and look for a hidden meaning behind a text. It involves reading people themselves and their opinions and behaviours. English does not just mean literature. The study of the English language is one which is complex and can lead to many other pathways. Examples include forensic linguistics, editing, HR, copywriting as well as advertising and marketing. Below is a link to a great website which can give more detailed insight into where your English degree can take you- and it’s much further than the classroom!

<https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/english>

If you have further questions one to one careers consultations are available for booking online through MyFuture.
E-Guidance is also available. (NH)

“Will doing a masters after my degree give me a better chance of getting a job?”

Coming to the end of second year/ start of third most of us do start to question what direction our life is going in and praying that it’s not unemployment. For many, doing a masters after completing their undergrad is a natural next step. However, it isn’t the definitive one everyone has to take, and in all cases it doesn’t guarantee a job at the end. There are pros and cons to taking on and completing a masters and ultimately it comes down to each individual’s situation. One major issue to consider would be the financial aspects. Unfortunately, student finance’s generosity doesn’t stretch to covering loans for a masters. These are self-funded and can cost up to £7,000 depending on where and what you wish to study. Taking out a loan will further the debt students already owe, unless you are financially able to pay it all off up front which most of us aren’t. However, if in the long run it would contribute to the career path you wish to take, it’s worth weighing up if it’s worth it as studying as subject in detail can give you the edge at interview. There is financial aid available for master’s degrees. For QUB these can be found on the career’s website. It also offers advice about taking on a masters and answers any other questions you may have about post-graduate studies.

<http://www.qub.ac.uk/directorates/sgc/careers/StudentsandGraduates>



“What’s the best way to get work in the charity sector?”

One of the best ways to get involved to begin with is to volunteer. Most charities will have their own centres and are always looking for interested and willing people to help run and organise events. When looking for work in the charity sector, it can help to pick a specific charity or area of experience e.g. health charities or fundraising. By focusing on one area, you can research and learn its history, key members and the exact work they do. When you apply and get the chance of an interview you can then demonstrate that you have a genuine interest and bothered to do your homework. When starting out, look first at local charities that can help you to build up and gain experience. Always show a keenness to learn and become involved in the charities specific field. A great website to check out is www.charityjob.co.uk. On this you can find listing for jobs across the UK including Northern Ireland. But volunteering between jobs is key. It shows hard work and commitment, both of which are recognised and rewarded in the charity sector. Check out www.volunteernow.co.uk for more ideas.

Many thanks to The Edit Editorial team –

Kate McFadden	Cheryl Young
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Ciara Savage	Gaby Watson
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Heidi Murray	Catherine Ellison



We endeavour to ensure that our information is current and contains relevant material. Students are encouraged to research all opportunities for most up to date information.