







explore | decide | implement | thrive

thedit

The Queen's Careers Newsletter for AHSS students by AHSS students

Issue Three January 2017

KEY DATES

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

Work Experience and Placement Fair Wed 08 Feb 11.00am - 3.00pm Whitla Hall

Study China 2017 Info Event

1.00pm - 2.00pm Tues 31 Jan SGC HUB

University Exchange Programme in Canada and Australia Info Session

Wed 01 Feb 1.00pm - 2.00pmSGC HUB

Human Rights Careers: Alumni Skype Night

Wed 08 Feb 4.45pm - 6.30pm SGC HUB

Career Connections 2017 Information Session

12.00pm - 2.00pm Mon 20 Feb SGC HUB

Mountbatten New York Programme

Mon 27 Feb 1.00pm - 2.00pmSGC HUB

More information on all events available on MyFuture.

Follow us on Facebook and Twitter for weekly update on all events.

New Year **New Semester**



Firstly, let us welcome you back after a long Christmas break and jam-packed January! With the ringing in of a new year, let us help you start 2017 in the best way possible with our guide to career internships and experiences, employment fairs and more to get your Re-fresher's off to a great start.

After the gruelling January exams and assignments, a fresh new semester awaits us. If you haven't already planned how you are going to spend your summer, now is the time to organise what you want to do with yourself for three whole months; from internships or travelling, to looking at post-graduate options for next year. This may seem like a long time away, but this is the time to act!

I would thoroughly recommend attending any talks, fairs or taster events that may interest you during this second semester or even events you never would have tried before.

You may be surprised with what you learn. I have found myself going to Career Talks and Fairs with friends with a slightly pessimistic outlook, thinking that they would be no benefit to me. However, in the end, it has sparked a new interest or opened a new career path that I hadn't considered before.

This, in my opinion, is the best thing about doing an AHSS degree, as it opens doors in any career field. In this issue, we are focusing on the History and Heritage sector with dates of upcoming mentor evenings and Placement Fairs, as well the opportunity for the Get Employment Ready Award for First Years, (it's never too early!) Also, we introduce you to the MEDIA Team behind the Edit and how YOU can get involved next year! So, from all of us at *The Edit*, we wish you a very happy new year and a semester full of Exploring, Discovering, Implementing and Thriving. (CS)

REMEMBER!

The deadline for the submission of completed Degree Plus Route B application form is April 1st for students graduating in the summer.

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SECTOR FOCUS – History and Heritage Sector

History and Heritage jobs in the United Kingdom are part of a growing industry. According to Office for National Statistics (ONS) research, the tourism industry provided a third of all new jobs created in the UK between 2010 and 2013 and is the UK's third largest employer accounting for 9.6% of total employment.

(www.tourismalliance.com)

What do I need?

That depends on what area you choose to focus. Jobs in the heritage sector include curators, archivists and educators, as well as people acquiring, developing, maintaining, conserving and interpreting artefacts and art to name a few things. For these specific jobs, a relevant degree and further qualifications may be required, particularly if specialising in a unique area. Check several job adverts to find out what employers are currently looking for. Other positions will be open to any degree discipline.

What skills will I need to evidence?

- Genuine enthusiasm, passion, curiosity and an interest in the sector
- Excellent communication skills
- Confidence in dealing with the public and addressing groups of people
- · Teaching skills depending on role
- imagination and creativity
- Ability to manage volunteers, budgets and resources
- Self-motivation and the ability to work independently
- Organisational and admin skills
- Knowledge and sensitivity to cultural issues (Prospects.ac.uk)

Historical Association The voice for history

Another way to get involved and show your interest in an online and writing capacity is through the Historical Association. It offers events and networking sessions as well as writing and contribution opportunities on different subjects. Find out more at www.history.org.uk.

Experience

Your experience also needs to stand out to employers. In interviews, you need to show your passion for the heritage sites or attractions you would be working with. Good places to get experience in heritage roles include; Northern Ireland Museums Council, the National Trust and on Volunteer Now.





There are growing opportunities here in NI including some from key employers such as Culture Northern Ireland and National Museums NI. If you are interested in going over the water, look for opportunities from organisations such as The British Library, The National Archives, The British Museum and The National Gallery. For networking purposes or unadvertised positions, volunteer at heritage sites to get included in internal communications and if you have ever volunteered somewhere, let them know you're looking for a job as they may have something appropriate for you. Also, contact groups on LinkedIn. Websites such as www.tourismni.com show paid and volunteering opportunities and www.museumjobs.com have further information on jobs in the heritage sector. Research, volunteering and passion are the key things to get you nearer your dream job within this industry. (CE)

Getting Started Directory

NI and Ireland Specific

- www.tourismni.com Tourism Northern Ireland
- www.nimc.co.uk Northern Ireland Museums Council
- <u>www.nmni.co.uk</u> National
 Museums Northern Ireland
- www.volunteernow.co.uk searchable database of voluntary opportunities within a museums/galleries/heritage section
- www.culturenorthernireland.org
- www.heritagecouncil.ie
- www.irishmuseums.org

UK Wide Opportunities

- www.visitbritain.com offers travel advice, tourism statistics and job opportunities
- www.english-heritage.co.uk
- www.museumsassociations.org advertise jobs across UK
- www.nationaltrust.org.uk
- www.bl.uk The British Library
- www.nationalarchives.gov.uk The National Archives
- www.britishmuseum.org
- www.museumiobs.com
- <u>www.tmi.org.uk</u> Tourism Management Institute
- www.tourismsociety.org The Tourism Society
- www.nationalmuseums.org.uk
 National Museum Directors'
 Council
- www.museumjobs.com -Museums, Galleries, Libraries and Archives
- www.icon.org.uk The Institute of Conservation
- <u>www.archives.org.uk</u> Archives and Records Association



SECTOR FOCUS – History and Heritage Sector

Getting Experience

Marc Bucklee

Seasonal Site Supervisor for Downhill Demesne and Mussenden Temple The National Trust



What is the best degree for a job with the National Trust?

If you want to focus on the visitor experience within the National Trust some sort of degree that involves tourism and travel is useful. We receive visitors from all over the world and numbers are growing every year, so communication is key. We also find degrees in History helpful. I am currently studying at Stranmillis College in Belfast and working for the National Trust is helping me pursue a job in teaching as I'm gaining leadership and communication skills.

How does someone obtain a position with the National Trust?

Part time **experience** can be important. The National Trust recruit seasonal staff every year, a fixed contract Feb - Sept. You would get 1 or 2 staff applying every year who have worked for the National Trust before, which is an advantage as you don't need to train them. I worked 3 years as a Visitor Experience Ranger before being offered the Supervisor position, which entailed dealing with the general public, learning the history of the site and maintaining a high standard of customer satisfaction. Our website is a great starting point. There is an online application form, stating where you have used certain skills previously and questions asking about your passion for history and heritage. Once you have passed the online assessment, you are asked to a face to face interview, where, if successful, your position is confirmed. The National Trust also take **placement** students, for example, History undergraduates are allowed to assist the rangers in the practical conservation and development of properties.

What does the job really entail?

My job is to ensure that every visitor to the site has the best possible visit. To achieve this I **lead a team** of Visitor Experience Rangers who are based throughout the site interacting with the visitors making sure they are getting the **help and information** they need. My job features other things too, including **dealing with finances** and organising staff training.



What are the best things about the job?

I would have to say **my office**, the site-Downhill Demesne. It doesn't matter how many times I am up there I'm always amazed by the beauty the site holds. And the weddings in Mussenden Temple itself, which are magnificent. Students looking to do something in **planning/events managing** mixed with nature and the outdoors, might find this perfect! (GW)

Need experience for your next application?

Inspiring Leaders

Are you a QUB student who volunteers in a position of leadership? Inspiring Leaders provides young leaders with the chance to improve their skills, enhance your understanding and take on new ways to motivate your team!

What you gain -

- Certificate of attendance from the William J Clinton Leadership Institute
- Route A of Queen's Degree Plus
- Contributes hours towards completing the Millennium Volunteers award

So what's involved?

- · An overnight residential which is already paid for OR
- A one-day intense course

The course involves talks with local leaders, interactive sessions and how to sell your experience on your CV.

Deadline for applications Friday 24th Feb. For any more information check Queen's Student Union website at www.qubsu.org/VolunteerSU/Training/InspiringLeaders (NH)

Homework Clubs

The Homework Club Programme gives Queen's University volunteers the chance to provide homework support to children and young people who live in areas of educational underachievement.

What you gain -

- Get experience with young people
- Develop your communication skills and self-confidence
- Make a valuable contribution to your community
- Be registered for a Millennium Volunteers Award or a Prestige Award
- Be eligible to apply for a Queen's Degree Plus Award

 ${\it Deadline for applications Tuesday~7^{th}~Feb.}$

www.qubsu.org/VolunteerSU/Opportunities/ HomeworkClubs/

"Taking part in Inspiring Leaders is definitely something
I would recommend. I learned so much about
leadership and talking to leaders in local areas was
really helpful. If you have the chance, go for it!"

Career Connections 2017

Need Career Inspiration?

Want to gain a clear insight into professional working environments and have the opportunity to gain relevant and useful contacts, all whilst achieving a Degree Plus Route A Award? The Career Connections programme is offering you that very opportunity.

AHSS Focused

Career Connections is providing Queen's students from AEL, HAPP, SSESW, Institute of Theology and Behavioural Sciences; the chance to participate on a workplace tour in both Belfast and Dublin in June 2017.



Meet Employers

The tour will consist of visits to a range of workplaces and will allow you to gain a greater idea as to where you would like your degree to take you. The tour will include visits to a number of key organisations across the public, private and voluntary sectors in both Belfast and Dublin. In past tours, students have been able to gain a working insight into PwC, Irish Civil Service and Google. Equally as important as gaining an insight into the working environment, you will also have the opportunity to network and create contacts within these sectors. By gaining industry contacts, you will provide yourself with the chance to discover what summer internships, placements and graduate prospects there are for you and what employers will be looking for when they select applicants.

Next Step

Applications for the workplace tour will open at the Work Experience and Placement Fair taking place on **Wednesday 8th February** in Whitla Hall, 11am – 3pm; and will close in early March. Further details can be found at www.qub.ac.uk/myfuture or on the Queens website. (MJ)



First Years – Get Employment Ready Award

Are you a Stage One Undergraduate studying within the Faculty of AHSS? The **Get Employment Ready Award** is waiting for you!

The five-week course of workshops are now available to book on **MyFuture**, starting week two, semester two.



Do you know what skills you have?

This gives first year students like you, an **excellent opportunity** to learn more about your skills and qualities, as well as how to express yourself to a future employer. You will have time to research possible career routes, seek out potential employers, and plan your route through second and third year. Take it from us, **planning is everything!**

Internship Opportunities

The information learned at these workshops will help you score that **dream job!** The skills you have learned will be put to good use, as you will have the opportunity to apply to various internships, some of which are **exclusively** available to those on this programme. This will give you the chance to have some **first-hand experience** of the sector you want to work in, and from there, **you** can make the decisions of the career you wish to pursue.

"I'm very grateful to have done this internship as part of the Get Employment Ready Award and it's definitely boosted my interest in a career in the social sector."

GERA 2016 Participant and Internship Completer



The completion of this **completely free** Award will also earn you **Degree Plus accreditation**. It's the programme that keeps on giving! If you have any questions, **don't be shy**. You can e-mail <u>programmes@qub.ac.uk</u>, and ask away!

- 6th February Self-awareness
- 13th February Job Market Analysis
- 20th February Making Applications
- 27th February Interviews and preparation for assessment centres
- 6th March Assessment Centre Activity (delivered by an employer)

Route A Degree Plus Award and eligible to apply for selected internships. All 3-5pm SGC Hub. Book for all 5 workshops on www.qub.ac.uk/myfuture (EMcC)



WORK EXPERIENCE AND PLACEMENT FAIR 2017

Companies attending the WEPF recruiting from <u>ANY discipline</u> –

- Abbeyfield Belfast Charity Sector
- Action on Hearing Loss Charity Sector
- ALMAC Science, Research and Development
- Anson McCade HR and Recruitment
- Autism Initiatives Healthcare
- **Belfast Cathedral** Hospitality, Leisure and Tourism
- **BDO** Accountancy
- Bryson Charitable Group Various Sectors
- **BUNAC** Hospitality, Leisure and Tourism
- **Camp Leaders** Hospitality, Leisure and Tourism
- CCUSA Various Sectors
- Childline Charity Sector
- Code Club Education
- Deloitte Management Consulting
- **Depaul** Charity Sector
- EURES Furopean Commission jobs portal
- FP McCann Construction and Property
- Fighting Words Creative Writing, Education
- Irish International Immigrant Centre Business
- Leonard Cheshire Charity Sector
- Lidl Retail, Buying and Merchandising
- Macmillan Charity Sector
- Matheson Law and Legal Services
- **Project Children** Charity Sector, Education
- Projects Abroad Charity Sector
- **Prestige Venues and Events** Hospitality, Leisure and Tourism
- Springboard Opportunities Social Care, Marketing

Full details of each company available on MyFuture.



'I never go to the job fairs, there's never anything for AHSS students.'



Insight into Management

Open to all year groups and degree pathways.

Why?

The programme runs over 3 days and is a fantastic opportunity to develop <u>business contacts</u>, <u>presentation and social skills</u> that will be invaluable for your CV. The program also awards Degree Plus Route A.

What do you need to know?

You will spend around 30 hours taking part in business related activities, case studies and games along with fellow students. Students will learn about <u>core business functions</u>, develop their <u>business-related</u> skills, network with potential recruiters and have fun into the bargain.

Students typically work in groups of around 8-10 with each group facilitated by a <u>recent graduate working in business</u> helping students with a range of business tasks. The program consists of a central business game with guest speakers running spin-off case studies.

What will you gain?

- Problem-solving skills through idea generation and innovation.
- Experience in teamwork, leadership skills, using initiative, ability to motivate others as well as inter-personal skills.
- Self-awareness and development, adaptability and flexibility.
- The ability to work under pressure.
- Negotiation and organizational skills.
- New contacts and networking with successful alumni.

Download an application, email programmes@qub.ac.uk or go to MyFuture. Places are limited and will be allocated on a first come, first served basis. (CY)

- Need to get some evidence of employability skills?
- Want to meet like-minded people?
- If only there were a place with all the clubs and societies in one room?

Refreshers' Fair is on Wed 1st February in the Lounge and the Space in the SU from 10am-4pm.



The Edit Issue Three January 2017

Top 10 Ways to Mess Up an Interview

Ahhh interviews. That minor stumbling block between us and getting that dream job we KNOW we'd be perfect for. The simple questions that lead us in to a panic. (Name? What's my name?! Do I even have one?? WHO AM I?!!) Ok so maybe that's a slight exaggeration. However never fear because the list below will serve as everything to avoid doing to land that job. Don't forget to thank me when you're having cocktails on a beach on your paid vacation:

1. Turn up late

How you conduct yourself with regards to the interview is a reflection of how you will in the job. Turning up late, rushed and panicking therefore is not going to impress the interviewers.

2. DON'T research the job and company beforehand

I mean really, who NEEDS to know how well the company they're going to work for has done in the last year. Shock, horror YOU if you want the job. Know what they do, how long they've been running for, if they've won any awards etc. It'll make you look capable and serious about wanting the position

3. DON'T turn up dressed appropriately

Dress to impress is the key. Confident, classy and comfortable. If you can't walk in 6 inch heels without falling, don't.

4. Ignore all etiquette

Over confidence can be mistaken for arrogance. Be confident within yourself but also polite. Keep calm, shake the hand of the interviewer/ees and then sit down when asked.

5. Lie. About anything

Never outright lie on your CV or in your answers. If it comes back you have lied about a work place or skill, not only will it affect this job it could also affect applying for a future position if word gets around. It's really not worth it.



6. Fidget uncontrollably and talk fast

Don't distract yourself or the interviewer. Remain calm, take questions one at a time and answer to the best of your ability. Try to talk at an even pace. Talking too quickly can cause you to trip over your words.

7. Sit in silence and give one word answers

Interviewers will working from a mark scheme. If you don't say it, they can't give you the marks. Stick to the STAR technique for contextual questions.

Brussels 2017 - Mon 5 June – Fri 9 June

The Queens Study Tour of Brussels provides students with a chance to see the opportunities that are available in a variety of sectors just a little further from home. On the tour students get to have a good snoop around a range of organizations in Brussels, gaining information on internships and grad-schemes through presentations workshops and even networking evenings.

Past employers visited have included:

European Commission, Parlamentarium, UK and Irish Civil Service streams in Europe, Office of the Northern Ireland Executive in Brussels.

IMPORTANTLY

It's perfect for us lot in AHSS courses, in fact the criteria stipulates a preference for these degree subjects- so no gurning about the business management lot getting all the internship intel! If you successfully complete the programme's criteria you are eligible for Route A Degree Plus at Queens.

UH WHERE CAN I SIGN UP??

8. Talk over the interviewers

Remember you're the one being interviewed, not conducting it. Find a nice balance and never interrupt or talk over the person interviewing you.

9. Panic and walk out before the interview is over

We'll not lie, interviews can be stressful. A question which you don't understand can throw you into disarray. Keep calm and ask the interviewer to repeat or explain the question. If you genuinely don't know the answer, be honest with them and explain it's something you don't know at the minute but would love to further your knowledge of in the future.

10. Never practice questions and never know your CV well

Practice makes perfect. Look up questions online, prepare answers or book an appointment with a careers consultant to discuss interview techniques. Employers will read your CV and chances are will ask you questions relating to it. Ensure you know it inside out and aren't caught out by anything.

Interviews can be a nightmare. However, if you prepare in time and keep calm, a lot of anxiety can be avoided. Follow these tips and before you know it Forbes will be naming you in their top 500 rich list! (NH)



The Next Step -

The application process will launch February 2017. Keep an eye on MyFuture for details.

To express interest in the programme, email your name, student number, degree course and year of study to programmes@qub.ac.uk.
Get on it guys before I do..... (OC)

The Edit Issue Three January 2017

Meet the Team

Emma (English Stage 3)

Dream job: Full-time Blogger

By this time next year I want to have: Graduated university with at least a 2:1, and be in some kind of employment.

Why should someone join The Edit? It's fun. You get to be more involved in university life, as well as meeting and working with like-minded people. I've learned a lot about the different events at Queen's I had no idea existed before.

Michael (Film Studies Stage 2)

Dream Job: Broadcast Journalist

Couldn't live without: Sport and

caffeine

Achievement most proud of: Working as press at the BBC Sports Personality of the Year Awards 2015

What have you gained most from the MEDIA Programme: An awareness of the wealth of opportunities that are out there across the AHSS board which are there for all students to take if they put the time in to simply research the different areas which interest them.

Why should someone join The Edit? A range of skills from writing, filming, networking to public speaking can be acquired through joining The Edit. You'll join a team who will all want to improve their skills and CV.

Catherine (English Stage 2)

Dream Job: Advertising

Couldn't live without: books

What have you gained from the MEDIA program? An insight into what it's like to produce a newsletter like this from scratch and skills such as filming.

Orla (English and History Stage 2)

Dream job: Politics editor at the Guardian, novelist

Couldn't live without: Coffee, Instagram

What have you gained most from the MEDIA Programme?

An insight into the media industry via meeting successful journalists

Why should someone join The Edit? Joining The Edit can expand your skills, improve your confidence and add to your CV. And there's normally food!

Cheryl (International Politics and Conflict Studies Stage 3)

Dream job: human rights worker in post conflict zones

By this time next year I want to have: Half of my masters in Security, Terrorism and Violence completed.

Achievement most proud of: Fundraising and building home with Habitat for Humanity.

What have you gained most from the MEDIA Programme? Material to talk about in interviews for jobs.



Gabriella (English w/ Spanish Stage 2)

Dream job: Investigative journalist

Achievement most proud of: Grade 8 piano in 7 months

What have you gained most from the MEDIA Programme?

How to use cameras and gain more experience on the technical work behind it all.

Olivia (English Stage 3)

Couldn't live without: good cup of tea.

What have you gained most from the MEDIA Programme: The practical, organisational skills have really benefited me. The programme has allowed me to see what I am capable of and opened my eyes to the opportunities available to someone in my position, while equipping me with the skills to achieve them.

Ciara (English and Irish Stage 2)

Dream job: Journalist or Editor

What have you gained most from the MEDIA Programme: Experience working in a team on social media and for the print-version of *The Edit*.

Why should someone join *The Edit*? Excellent for achieving Degree Plus while also broadening your experiences and contacts while at University.

Néidín (English and Social

Dream iob: Publicist or Screenwriter

Why should someone join *The Edit*? It's a great programme that gives such a range of skills including filming, how to edit, how to interview. Also experience in working to a strict deadline and managing social media, as well as marketing and promoting the issues at events such as fresher's fairs.

AND FINALLY....

Sorting all your careers headaches one problem at a time.

'I always get a mind blank when they say 'Do you have any questions for us'. What are they expecting?'

Having a couple of thoughtful questions about the job you're applying for is a great way to show your **genuine interest** in the position. Keep the questions work-focused! Some examples of things you might ask:

- What would a typical work-day involve for me?
- Are there opportunities for further training?
- What is the next stage in the recruitment process?

Don't ask something you should already know or that they have told you.

'How can I stop myself from waffling during answers?'

Take your time. If you give yourself a few seconds to think about what you're going to say, breathe and talk slowly, you'll find that your answers are a lot more concise. Study the skills requirements for the job beforehand and refer back to it so your answer is as relevant as possible. And stick to the STAR technique for structure.

'I have an interview with a local firm but they seem quite casual. Do I go casually dressed as well?'

When in doubt, it's always better to be overdressed than underdressed! Don't be afraid to ask about the dress code when setting up the interview. If the firm has a more casual atmosphere, it could be a good idea to ditch the suit or typical work clothes, but still wear something smart and tidy. Similarly, some firms might be looking a more creative individual, in which case you can express your creativity by wearing something a bit more unique, but still dressy. Just no trackies....

Can you recommend any good websites for interview advice?

There are loads of great online careers resources! A few good examples are:

- www.monster.co.uk/career-advice
- www.prospects.ac.uk/careersadvice/interview-tips/how-toprepare-for-an-interview
- www.jobs.ac.uk/careersadvice/interview-tips
- www.qub.ac.uk/careers



What can I do to prepare myself before an interview?

It's useful to look over some typical interview questions. However, don't prepare a script: this could make your answers seem dull and wooden. Instead write down a **few bullet points** for each question and ask a friend to go over the questions with you. The more you practise the easier it will become, so take every opportunity you can to do mock interviews! Doing some research about the company so you can show that you know what you're talking about is also very important. Know your own CV inside out as this could be the basis of some of the interviewer's questions. Just before the interview, relax, think positive and don't forget to smile! (HM)

If you have further questions or want to book a mock interview, one to one careers consultations are available for booking online through MyFuture.

E-Guidance is also available.

The Last Word

Should Students Be Saying "Show Me The Money"?

At the end of 2016, discussion began in the House of Commons about a potential ban on unpaid internships. If it were successful, companies would be forced to pay students the minimum wage of £7.20 an hour. The proposal has left students across the UK divided.

It is no secret that we as students face financial difficulties - the National Student Money Survey reported that 80% of students worry about money. It seems more than fair that companies should be giving the minimum wage to student interns; unpaid work is after all, still valuable work for the company. Minister for Employment Damien Hinds has shone a spotlight particularly on AHSS fields, such as the media and politics, which rarely offer paid internships. He has called attention to the inaccessibility of these fields for students from working class backgrounds, and backs a change in the law asap.

Others disagree, however. Both students and employees have voiced fears that an end to unpaid internships will mean an end to internships, period, especially among SME's who would struggle to pay interns. Those who have benefitted from unpaid internships have argued that their <u>experience was invaluable</u>, if not monetarily rewarding, and without it they wouldn't be where they are today.

So, should we be demanding that companies "show us the money" or should we be grateful for any and all experience in an increasingly competitive job market? Tweet us your opinion @theeditqub! (OT)

Many thanks to The Edit Editorial team –

Kate McFadden Olivia Cooney Michael Jordan Ciara Savage Néidín Hendron Heidi Murray Cheryl Young Emma McCaw Orla Traynor Gaby Watson 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.