

CANDIDATE SUPPORT





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ABOUT US

At Timewise, we believe that everyone should be able to find the flexibility they need in their careers, without reducing their value in the workplace.

We have been championing flexibility for over 10 years

OUR MISSION:

To promote and increase part time and flexible job opportunities. We also support parents and carers to find a work/life balance that fits with personal commitments.

We pride ourselves on QUALITY. We promote jobs in line with the Living Wage / with an annual FTE salary of £14,000 or higher. We **do not** promote jobs that are:

1. Low paid or zero hours
2. Temporary employment
3. Self-employment
4. Freelance
5. Franchise opportunities
6. Commission only roles

What is flexibility?

- The possibility of a reduced hours contract
- A different pattern of work, such as flexitime or shifts (provided the arrangement is intended to offer choice and a better work-life balance, rather than being restrictive or necessitating unsociable hours)
- The ability to work from home for some or all of the working week
- Open to discussion about flexibility on either hours or location.



WE CAN OFFER YOU...

- Access to www.timewisejobs.co.uk, our website offering high-quality flexible and part time roles
- Job bulletins to help you find out what's on offer in your area
- Career coaching to help you find the job you really want
- Internet-based learning, workshops and training materials to improve your skills and encourage you to succeed in your job search.

THE BEST PART OF IT?

Everything we offer our candidates is **free of charge**. We have been kindly supported by the [Big Lottery Fund](#) to change the UK job landscape and to make flexibility a core part of hiring.



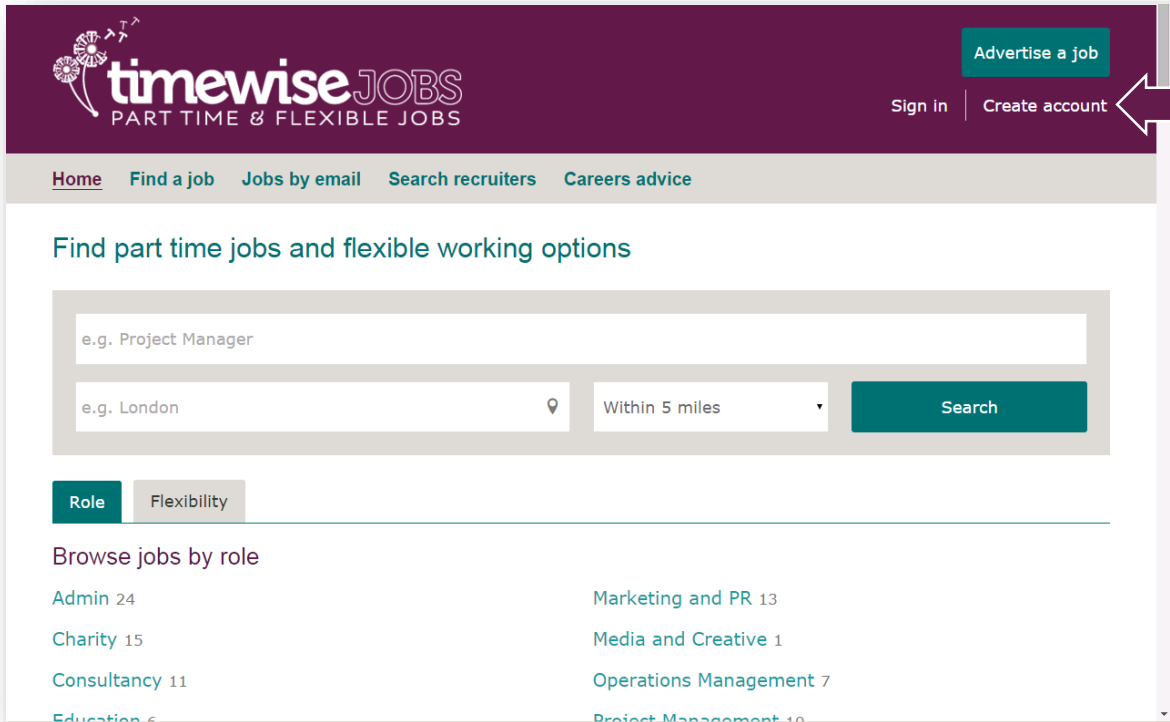


HOW TO...

LOOK FOR JOBS ON WWW.TIMEWISEJOBS.CO.UK

HOW TO REGISTER ON TIMEWISEJOBS.CO.UK

STEP ONE Visit www.timewisejobs.co.uk and click on **Create account** (found on the purple banner, top right of page)

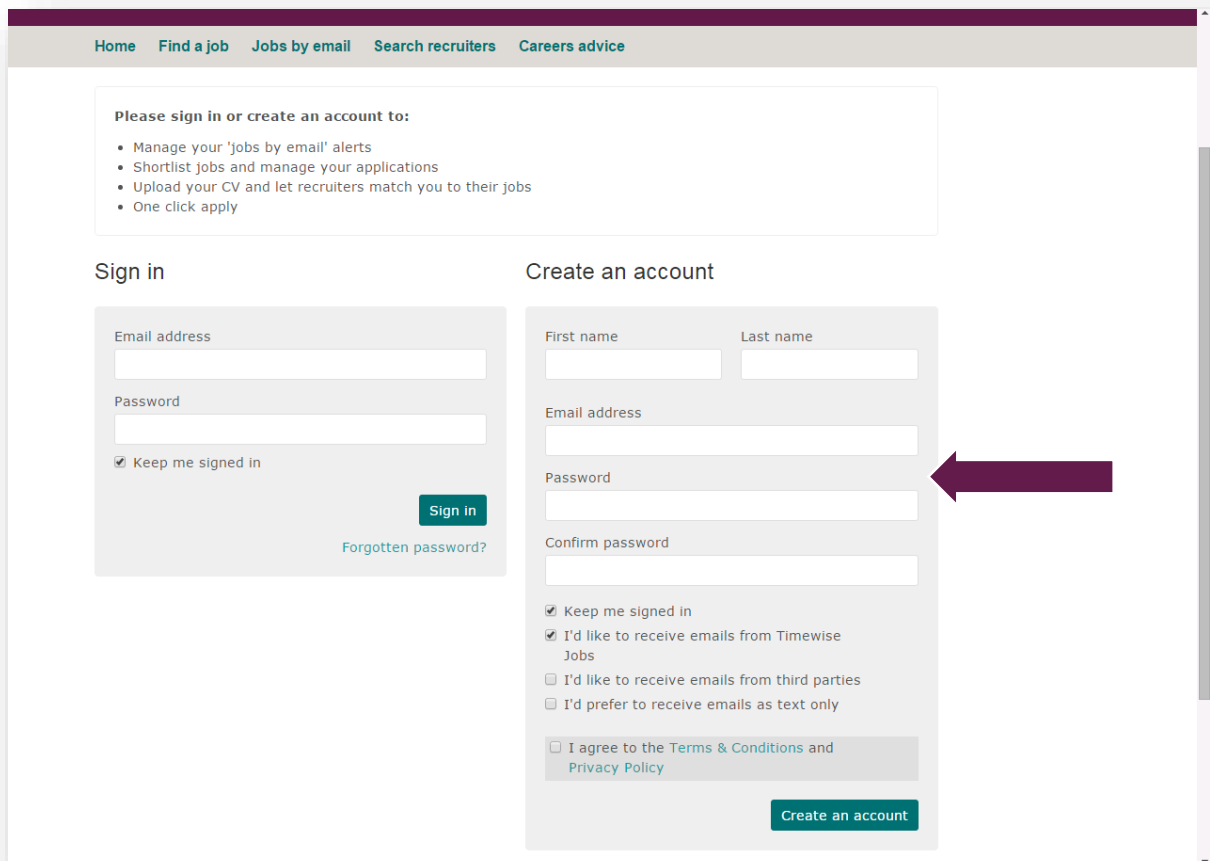


The screenshot shows the top navigation bar of the timewiseJOBS website. The header is purple and contains the logo on the left, which includes the text "timewiseJOBS" and "PART TIME & FLEXIBLE JOBS". On the right side of the header, there are three links: "Advertise a job" (in a teal button), "Sign in", and "Create account". A purple arrow points to the "Create account" link. Below the header is a navigation menu with links for "Home", "Find a job", "Jobs by email", "Search recruiters", and "Careers advice". The main content area has a heading "Find part time jobs and flexible working options" and a search form with fields for "e.g. Project Manager", "e.g. London", and "Within 5 miles", along with a "Search" button. Below the search form are two tabs: "Role" (selected) and "Flexibility". Under the "Role" tab, there is a section titled "Browse jobs by role" with a list of categories and their counts: Admin (24), Charity (15), Consultancy (11), Education (6), Marketing and PR (13), Media and Creative (1), Operations Management (7), and Project Management (10).

STEP TWO Enter your:

- First name
- Last name
- Email address

Create a password and click **create an account**.



The screenshot shows the Timewise Jobs registration page. At the top, there is a navigation bar with links: Home, Find a job, Jobs by email, Search recruiters, and Careers advice. Below the navigation bar, there is a section titled "Please sign in or create an account to:" with a list of benefits: Manage your 'jobs by email' alerts, Shortlist jobs and manage your applications, Upload your CV and let recruiters match you to their jobs, and One click apply. The page is divided into two main sections: "Sign in" and "Create an account". The "Sign in" section has fields for Email address and Password, a checkbox for "Keep me signed in", a "Sign in" button, and a "Forgotten password?" link. The "Create an account" section has fields for First name, Last name, Email address, Password, and Confirm password. It also has checkboxes for "Keep me signed in", "I'd like to receive emails from Timewise Jobs", "I'd like to receive emails from third parties", and "I'd prefer to receive emails as text only". There is a checkbox for "I agree to the Terms & Conditions and Privacy Policy" and a "Create an account" button. A purple arrow points to the Email address field in the "Create an account" section.

WANT AN EMPLOYER TO FIND YOU?

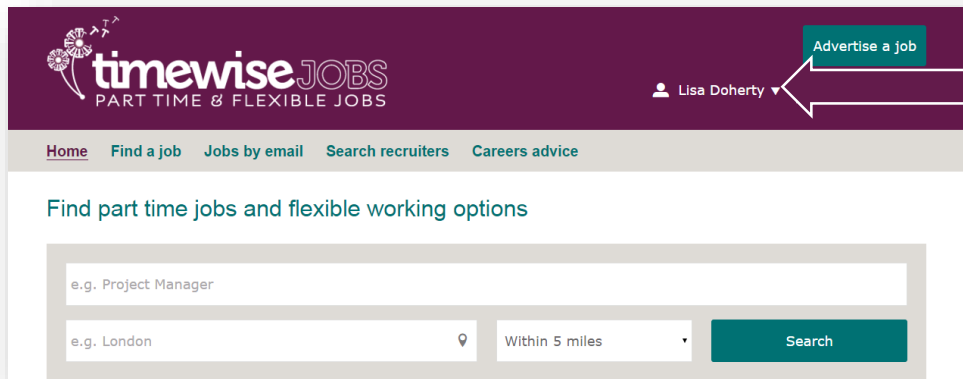
Create a profile and maximise your chances of achieving success. The profile section is your chance to sell yourself and highlight your experience.

Registering with **Timewise Jobs** will give you the opportunity of applying for vacancies that fit around your lifestyle and personal responsibilities.

- Manage your 'jobs by email' alerts
- Shortlist jobs and manage your applications
- Upload your CV and let recruiters match you to their jobs
- Make applying quick and easy with one click apply

HOW TO CREATE A PROFILE

STEP ONE: Click your name (found on the purple banner, top right of page)

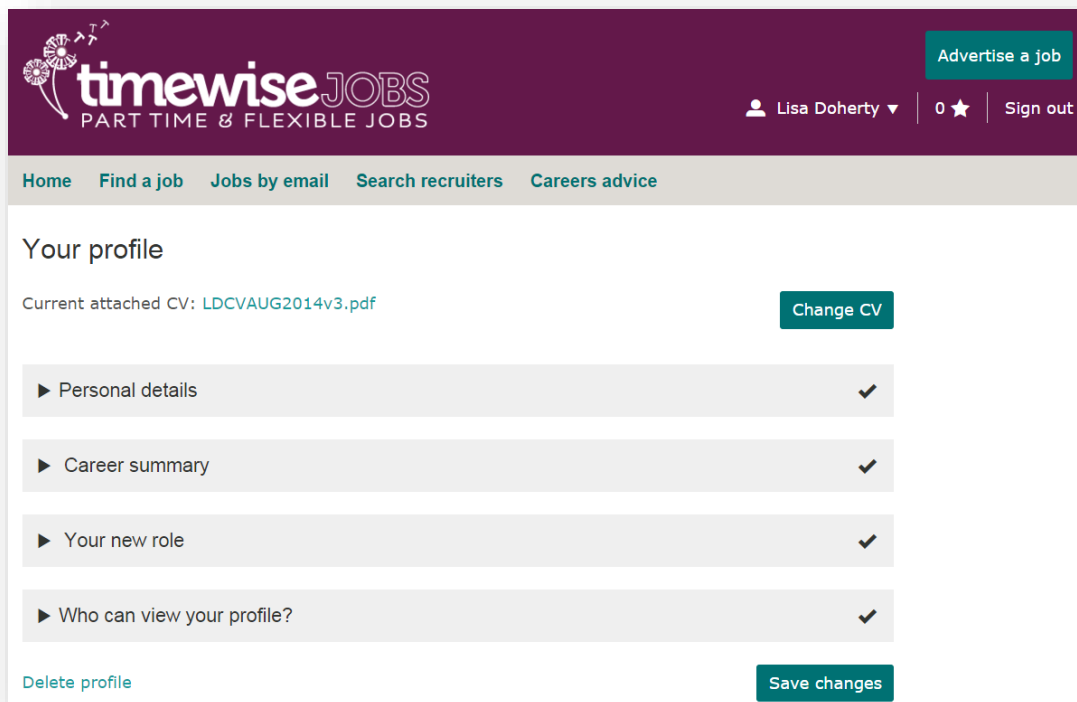


STEP TWO: Select **your profile** from the drop-down list.



STEP THREE: Complete the sections and write your personal statement and enter the following:

- Your current or most recent job title
- Skills and experience
- Qualifications
- Language proficiency
- Eligibility to work in the UK



PERSONAL STATEMENT

A personal statement is your chance to sell yourself to the employer. It also makes it easier for the site to send you more exact jobs to match your skills.

If you find yourself struggling to complete this, please contact our career coaching service and get help from our professionals. Call: [0207 633 4436](tel:02076334436).

When completing your profile online, you will be asked about your preferences for your new role. Make sure you click all the options relevant to you. Save and continue to attach your CV.

Once you have attached your CV you will be asked **Allow recruiters to see your profile and attached CV**. We recommend clicking yes, so your CV is seen by the recruiters looking through our site for talent. This will maximise your options.

We work with over 2,000 employers and post around 200 jobs per month



LOCAL JOBS BULLETIN

Here at Timewise we are focusing on creating major change within the UK's top economic hubs. We are working specifically with Manchester, Birmingham and Bristol to change the landscape of hiring; to make it as flexible as possible.

Our local jobs bulletin highlights the roles available in your area and features top employers invested in accessing the best talent available.

To register for our Jobs Bulletin, simply email: localjobs@timewise.co.uk and ask us to put you on our mailing list. We will also need to know your name and your location.

We make your job search as easy as possible



CAREER SUPPORT



CAREER COACHING

Need support? Get expert advice through our free career coaching service. We are passionate about helping our candidates advance their careers through flexible and part time work.

Our research shows that 46% of people in employment in the UK want flexible working. Only 6.2% of job adverts offer flexible working options.

We understand the flexible job market is highly competitive, therefore we can provide you with career coaching services to best achieve results.

Our Career Coach will work with you to:

- Provide information on your local job market
- Look at how you can access flexible and part time work.

- Offer advice on:
 - your job search
 - the quality of your CV
 - how to write cover letters
 - Social media: linkedin profiles, etc.

- Guide you to make the best first impressions:
 - improve your confidence
 - perform well at interview
 - negotiate flexibility and job offers.

Our coaching is delivered on the phone, via email or through Skype and completely free of charge.



FREE TRAINING COURSES

Having championed flexible working for the last 10 years, we have amassed a vast amount of experience. Our web-based learning, workshops and training materials will improve your skills, knowledge and confidence. Contact our Career Coach for training calendar details.

FREE RESOURCES

We have a range of resources on our website. Visit our careers advice page www.timewisejobs.co.uk for information on a range of topics, including:

- Career development
- Your CV
- Selling your skills
- Future workplace
- Role models
- News
- Looking for jobs

We help you stand out from the crowd

SUCCESS WITH TIMEWISE?

We are always looking to celebrate the success of our candidates. If you have found flexible employment through us, then let us know. We want to keep a close eye on the labour market and understand changes in local employment, so give us a call and let us showcase your success.

CONTACTS

CAREER COACH

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GENERAL ENQUIRIES

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Email: careersupport@timewise.co.uk

JOB BULLETIN REGISTRATION

Email: localjobs@timewise.co.uk