



University of
Nottingham

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School of English

Placements, Volunteering and Careers

Applying your English degree
to a professional environment

nottingham.ac.uk/english/careers

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Opportunities with English



Our chief role as educators is to ensure that your passion for your academic subject is fulfilled, and that the time spent studying for your degree is intellectually stimulating and rewarding. However, we also recognise that when you graduate, you are entering a very competitive world, and we therefore have a role to play in ensuring that you are well equipped to succeed in it.

Today's employers, whether in the public or private sector, expect university graduates to be multi-skilled: they look to graduates not only for a subject-specialism, but also for excellent written and spoken communication skills, for an ability to be a leader as well as a good team-player, for creative thinking, as well as for energy and enthusiasm.

Our intellectual commitment to 'Applied Englishes' – helping you to apply the skills learnt on your degree to the professional world – informs our broad-based curriculum which, together with our varied programme of placement and volunteering opportunities, is designed to enable you to develop these all-round skills.

Staff in the School of English work directly with local employers and institutions, building relationships with theatres, museums, schools, libraries and small businesses, to develop placement and volunteering opportunities which are specifically tailored to the skills, knowledge and experience of Nottingham English graduates. Students who take up these opportunities receive support and mentoring from our full-time staff: it is through this highly personalised approach that we are able to help our students to see how best they can use their academic studies to realise their potential and fulfil their longer-term ambitions.

Professor Svenja Adolphs, Head of School

Making the most of opportunities

The School of English and the University provide many opportunities for you – both within and outside your studies – to enhance your CV and to make yourself as employable as possible by the time you graduate.

There are a number of placement and volunteering opportunities designed exclusively for English students.



You will develop many transferable skills throughout your time at Nottingham and the skills that are built into your modules and obtained during extracurricular activities will include:

Communication skills

Nottingham English graduates are highly valued for their ability to communicate effectively at all levels and to different audiences through a wide range of media and to present and articulate differing perspectives succinctly and persuasively. You will have been part of a community of writers throughout your degree and may have written for magazines, social media and blogs including the School's own Words on Words: blogs.nottingham.ac.uk/wordsonwords/category/studentwords

Research skills

You will have many opportunities to show initiative and self-motivation, independent research skills that require careful organisation and problem-solving abilities.

Interpersonal skills

During your degree you will develop your interpersonal skills – handling questions, developing listening skills and undertaking group work – both in your seminars, acting as student representatives and ambassadors and also when working in professional environments during placement and volunteering projects.

Administrative skills

Showing that you can use IT effectively, managing your time efficiently and organising your workload will help you stand out to an employer.

Extracurricular activities and societies

Many of our students are involved in student societies such as University Radio Nottingham and the Nottingham New Theatre – the first wholly student-run theatre, which stages a production almost every week. Students write blogs or take up editorial posts for the University's highly renowned and award-winning student magazine, *Impact*. Additionally, some students act as representatives either for their fellow students through our staff-student Learning Community Forum, or through working as student ambassadors for University Open Days.



Placements

The School of English has established a range of bespoke placement opportunities which are offered throughout the academic year. We source placements that are specifically applicable to English students and tailored to their skills. We work closely with current students to find placements that accommodate their varied interests.

Our placements are:

- **Short-term and flexible** – typical placements are 10-12 weeks long, with students committing to one day per week with their host organisation
- **Competitive** – students complete an application form, attend an interview and gain valuable recruitment experience
- **Supported** – dedicated administrative and academic staff provide pre-placement support sessions and students are also invited to attend workshops and drop-in sessions run by the Careers and Employability Services

Placements provide significant benefits:

- Valuable professional experience, adding value to your degree and helping you to stand out from the crowd
- Chances to explore a particular career path
- Opportunities to get more involved in your community and contribute to the work of local organisations

“

My role was to edit, design and produce a bi-monthly magazine online, which was then sent out to around 10,000 business contacts. As a student of English, I already had good verbal and non-verbal communication skills, and a love of writing, but the role has helped me develop all these skills even further, as well as improve my time management skills, face-to-face communication and email and phone skills. I'd love to carry on doing the type of work I do now – project managing, editing, interacting with businesses and online marketing. ”

Emily Harbottle, BA English, completed a placement with Catena Business Network

Our placement providers

The School of English works with a wide variety of organisations, including marketing companies, charities, theatres, archives, creative writing collectives, independent libraries and community groups.

Our placement projects highlight the diversity of our students' interests, as well as the varied career options available to them.

Current providers include:

- Angry Robot
- Bromley House Library
- Catena Business Network
- D.H. Lawrence Birthplace Museum
- Derby Book Festival
- First Story
- HandMade Theatre
- Manuscripts and Special Collections at the University Of Nottingham
- The Shared Reading Group
- The Stroke Association
- Writing East Midlands

“

All the English students who have had placements with us have been of an exceptionally high calibre and have shown versatility and enthusiasm in approaching tasks. We are a small team and are constantly looking for ways to make ourselves more sustainable, without losing the quality and vision of our offering. There are many projects and events that we simply would not be able to do without the help of volunteers.”

Carolyn Melbourne, Duty Officer,
D.H. Lawrence Birthplace Museum



Find out more at
nottingham.ac.uk/english/careers

Literacy Support Project

The Literacy Support Project is a unique volunteering opportunity for students to get involved in the Nottingham community, working with young people to improve their literacy levels.



The School of English works with six schools in the local area and students can choose to volunteer at either primary or secondary school level. Training is provided for student volunteers, and students can also attend further training in order to accredit their work on the scheme, through the Nottingham Advantage Award.

Students volunteer for one morning or one afternoon per week, which can be easily balanced with their studies and University commitments. This is a chance for our students to obtain teaching experience, develop their leadership potential and enhance their communication skills. Just as importantly, they can play a role in supporting the local community and encouraging young people to enjoy reading and explore their aspirations.

“

The children were so grateful for the opportunity to practice their reading, and this made every trip a joy. Thanks to this additional support, their abilities progressed rapidly, and many were inspired to apply to university at some point in the future. To be a part of improving kids' opportunities in this way was an absolute privilege. The number of classroom hours that I completed has allowed me to apply for post-graduate teacher training, thus bringing me a step closer to my dream job. ”

Joe Jones, BA English, Literacy Support Project volunteer



Find out more at
nottingham.ac.uk/english/literacysupportproject

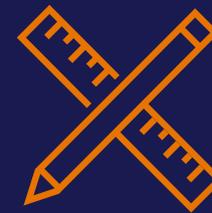
Vikings and Anglo-Saxons for Schools

The Centre for the Study of the Viking Age (CSVA), a research centre within the School of English, has developed a community project for primary school children that allows English students to develop workshops on Viking culture and society which they then run in local schools.



A connected project also allows students to take their knowledge of Anglo-Saxon culture into local schools, for the same purpose. The programme aims to develop the transferable skills of student volunteers and to enrich the primary school curriculum.

This scheme allows students to obtain classroom experience, which is valuable for those considering a career in teaching. Volunteers can also translate their academic interests to appeal to a young audience and develop materials that will have an educational impact on the children they work with, inspiring them to learn more about the Vikings and Anglo-Saxon studies.



“

The Vikings for Schools project is a unique opportunity, giving you the chance to connect with children from disadvantaged areas and teach them not only about Vikings, but the opportunities of university. Whilst the subject matter means that most of the children will be fairly engaged from the get go, the most rewarding moments are those when you garner the interest and excitement of the school children who are either too shy or academically uninspired, witnessing their confidence and interest visibly grow.

”

Sam Roach, postgraduate student and Vikings for Schools volunteer



Find out more at
nottingham.ac.uk/csva/vikingsforschools

Peer Mentoring

Every first year undergraduate is matched with a peer mentor – a student at a higher level of study, who is on hand to provide advice about life in Nottingham.

Peer mentors provide an invaluable and informal level of support, especially in the first few weeks of term. Mentors are available to students before they arrive at university and will arrange to meet up in Welcome Week, as well as being on hand to provide tips about studying and living in Nottingham.

Peer mentors receive training to ensure that they are ready to meet and support new students and can gain accreditation for their mentoring through the Nottingham Advantage Award. Many first years, having benefited from the scheme themselves, are keen to act as mentors to the next group of new students and it is a great way of building the sense of shared community within the school.

“

As a fellow joint honours student, my peer mentor was an excellent source of support and advice at the start of my time at university. She regularly checked on how I and a few other students were coping with life as freshers and was always just an email away if we had any issues. Having a peer mentor made settling into my new life as an English student more comfortable; she had advice on hall-life, second-year housing arrangements, coursework and the best student nights out. ”

Sally Hirst, BA English and Hispanic Studies student



“

Being a peer mentor has been an amazing experience, and I've loved sharing everything I've learnt with a group of first year students. The first term of university can be incredibly daunting, and having a mentor to meet up with allows you to ask questions and seek support whenever you need it. I hope my mentees have found first year a little less stressful by having me as a friendly face they can talk to! ”

Beth Rowland, BA English and History student and Peer Mentor

Nottingham Advantage Award



The Nottingham Advantage Award is an extra qualification when you graduate. The award has been designed to ensure employers notice you; it is recorded on your degree transcript and is recognised as an extra achievement. The modules offered are completely voluntary and taken in addition to your academic studies. The award is open to all undergraduate students and there is a range of modules available to ensure something for everyone.

School of English modules are:

Career Planning Skills for English Students

Through this module you will have access to advice and guidance from alumni, postgraduates, the careers team and visiting employers. You will also attend sessions on employability skills, work experience and the job market, as well as receiving input on application forms, CVs, interviews and postgraduate study.

Literacy Volunteers

This module is available to those who volunteer on the School of English Literacy Support Project. It provides the opportunity to reflect on your own volunteering practises and to acquire other important transferable skills, including classroom management and lesson planning skills, communication, mentoring and interpersonal skills.

Peer mentoring for English

Second- and final-year students acting as mentors to new students can take this accompanying Advantage Award module to develop an understanding of the role of a mentor. Through the module you will reflect on your mentoring support experience and personal development in relation to your employability.



Our libraries provide access to millions of resources and facilities



Other University-wide modules include:

- Insight into Education
- Internships, Placements and Work Experience
- PR Project Management



Find out more at nottingham.ac.uk/advantageaward

What can you do with an English degree?

English graduates can, and do, go into an extraordinarily wide range of careers due to the skills they develop through their degree, and you will find yourself faced with many options.

You may have a very clear idea from an early stage about your career path, or you may need more time to find the role that is right for you.

No matter what your initial choice is, you will find that the skills and knowledge that you have developed during your time in the School of English will have equipped you for the demanding and often highly changeable nature of the workplace.

- Actors
- Archivists and curators
- Arts and theatre officers
- Authors, writers and translators
- Business and project management professionals
- Careers advisers
- Conference and exhibition managers
- Finance and investment analysts and advisers
- Human resources officers
- Information technology and telecommunications professionals
- Journalists
- Legal professionals
- Marketing and web design professionals
- Newspaper and periodical editors
- Primary and secondary education teachers
- Public relations professionals
- Public services officers
- Publishing and editorial professionals
- Research and development managers
- Sales and business development managers
- Speech and language therapists
- TV and radio producers and editors
- University teachers

➤ For examples of career paths taken by some of our graduates, please visit our website: nottingham.ac.uk/english/careers

Five years after graduation, Nottingham English graduates have the **third highest earnings** for English graduates at any UK university

– Department for Education Longitudinal Education Outcomes (LEO) data 2017

Average annual earnings of **£29,700** five years after graduation

– Department for Education Longitudinal Education Outcomes (LEO) data 2017

University of Nottingham's School of English ranks **45th in the world** for English Language and Literature

– QS World University Rankings 2018

Nottingham is a **UNESCO City of Literature**

– One of 28 around the world

95% of our students go on to work or further study six months after finishing their course

– UNISTATS 2017 for BA English Language and Literature

Nottingham was 3rd in the Russell Group with earnings **£2,959** above the Russell Group median.

– Department for Education Longitudinal Education Outcomes (LEO) data 2017

The Quality Assurance Agency for Higher Education awarded its highest possible judgement for the quality of learning opportunities for students and our systems for ensuring high academic standards.



Annual earnings of up to **£22,400** one year after graduation

– Department for Education Longitudinal Education Outcomes (LEO) data 2017

Awarded a TEF Gold rating for our outstanding teaching

– TEF 2017

“The proportion of University of Nottingham graduates gaining professional jobs on leaving or going into further study has climbed further this year to 82.7%, and is the highest ranking of the nine performance indicators in our league table.”

– The Times/The Sunday Times Good University Guide 2017

Graduate profiles

Olivia French,
BA English with Creative Writing
and MA English Literature,
graduated 2015
**Marketing Executive
(Home Trade)
at HarperCollins UK**



“

As well as improving my literary knowledge and skillset, studying English with Creative Writing allowed me to be part of a writing community for the first time, which was absolutely invaluable to my learning and development. As well as having my own work reviewed and critiqued regularly, I was able to learn about how other people write, what they write about and why, and how to generate feedback and communicate it in a helpful and productive way.

I was also afforded an incredible amount of opportunities when it came to extra-curricular activities: during my third year I worked on placement as Production Manager for The Letters Page literary journal, and the year after that I worked on an internship at Writing East Midlands in the city centre. I also joined a student-led poetry performance group called Noumena, assisted on a primary school writing project with First Story, and helped out with productions at The Nottingham New Theatre. I had a busy and varied student life, and the combination of analytical, communication and time-management skills I gained are the ones I now use every day in my current job, as I work with all of the publishing divisions at HarperCollins and liaise with bookshops and independent organisations across the UK. ”

Lauren Wilson,
BA Hons English and French,
graduated 2015
**Digital Public Relations
Account Executive
(Impression)**



“

Public Relations wasn't my childhood dream. In fact, until my final year at UoN, I was set on becoming a journalist. I was heavily involved with Impact magazine as both Arts editor and food editor, and had even started to research a journalism Masters. I then realised that it wasn't my own thoughts/opinions/message that I wanted to convey through my writing, but that of someone else – a client. The PR world beckoned. My work involves lots of writing for different purposes, from website copy to white papers; client contact; brainstorming and the odd game of ping pong!

I use my English degree every day. A strong essay presents an argument that succeeds in winning over the reader and encourages them to want more of your ideas. A central aim of my PR and copywriting work is to subtly persuade readers, or prospective customers, that my client's offering is the best of the best. The same skills apply: structure, word choice, evidencing. Productive word choice is a big part of crafting a persuasive pitch to a journalist. PRs have just a few sentences to convince the reader that their idea is the strongest to arrive in the journalist's inbox that day and the one that will be of most interest to their readers – it's a real challenge, but a fun one, too! ”



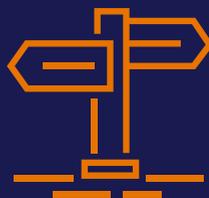
For more graduate profiles, please visit
nottingham.ac.uk/english/graduateprofiles

Further careers support

Meet the Arts Faculty team — Careers and Employability Service



As an English student, you will have access to a team of careers advisers dedicated to English and other Arts students, who offer weekly drop-in and pre-bookable sessions for one-to-one help and support with all aspects of careers, as well as weekly skills workshops for advice on writing your CV, application forms, assessment centres and interviews. They also arrange regular presentations and careers events geared specifically to English and other Arts students.



The team can help you to choose, research and implement your career ideas, find out how to get into a chosen area and prepare for all aspects of the recruitment process. The Careers Service also offers a paid placements scheme, open to all students.

E-mentoring Scheme

The University runs an e-mentoring scheme, in which a number of our English students have taken part, to gain insight into a particular profession, benefit from their mentor's experiences and knowledge, and develop professional communication and networking skills.

 To find out more, go to nottingham.ac.uk/careers/ementoring

Contacts and resources

Join us!



If you would like more information about our School of English placements, volunteering schemes or anything else mentioned in this brochure, please get in touch with us at

 english-placements@nottingham.ac.uk

For general careers advice, or information about paid opportunities including the Nottingham Internship Scheme, please contact:

Careers and Employability Service
Level D, Portland Building
University Park
Nottingham
NG7 2RD

 +44 (0)115 9513680

 careers-team@nottingham.ac.uk

 nottingham.ac.uk/careers/english

For University-wide volunteering opportunities, please visit: **Student's Union Student Volunteer Centre**

 su.nottingham.ac.uk/volunteering

Online Resources

Destinations of English graduates from Nottingham:

 nottingham.ac.uk/english/graduateprofiles

Choosing your career:

 nottingham.ac.uk/careers/choosing

External websites

Using your subject:

 www.english.heacademy.ac.uk/explore/resources/careers

Why Study English?

 www.whystudyenglish.ac.uk

This publication is available in alternative formats.
+44 (0)115 951 5559

University of Nottingham has made every effort to ensure that the information in this brochure was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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Teaching
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School of English Careers Support



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