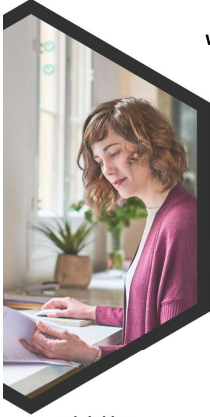


# Tools for the Job Administration



## What's involved:

- This workshop provides the ideal introduction to the administration industry covering essential skills in a variety of administration roles
- Find out what qualifications and training are essential or desirable and available
- Find out which employers are hiring and which may be open to informal introductions or visits

**Skills for the job**  
**Sources of job leads**  
**Employer introduction**



## Eligibility:

- An East Sussex resident with the right to work in the UK
- Age 16+
- Currently unemployed
- Interested in exploring opportunities

## Contact:

To register your interest contact People Matter by email: [reception@people-matter.org.uk](mailto:reception@people-matter.org.uk) or phone 01323 431289



This project is funded by the UK Government through the UK shared Prosperity Fund.

# Tools for the Job Care



## What's involved:

- This workshop provides the ideal introduction to the care industry covering essential skills in a variety of care roles
- Find out what qualifications and training are essential or desirable and available
- Find out which employers are hiring and which may be open to informal introductions or visits

**Skills for the job**  
**Sources of job leads**  
**Employer introduction**



## Eligibility:

- An East Sussex resident with the right to work in the UK
- Age 16+
- Currently unemployed
- Interested in exploring opportunities

## Contact:

To register your interest contact People Matter by email: [reception@people-matter.org.uk](mailto:reception@people-matter.org.uk) or phone 01323 431289



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# Tools for the Job Hospitality



## What's involved:

- This workshop provides the ideal introduction to the hospitality industry covering essential skills in a variety of hospitality roles
- Find out what qualifications and training are essential or desirable and available
- Find out which employers are hiring and which may be open to informal introductions or visits

**Skills for the job**  
**Sources of job leads**  
**Employer introduction**



## Eligibility:

- An East Sussex resident with the right to work in the UK
- Age 16+
- Currently unemployed
- Interested in exploring opportunities

## Contact:

To register your interest contact People Matter by email: [reception@people-matter.org.uk](mailto:reception@people-matter.org.uk) or phone 01323 431289



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# Tools for the Job Construction



## What's involved:

- This workshop provides the ideal introduction to the construction industry covering essential skills in a variety of construction roles/trades
- Find out what qualifications and training are essential or desirable and available
- Find out which employers are hiring and which may be open to informal introductions or visits

**Skills for the job**  
**Sources of job leads**  
**Employer introduction**



## Eligibility:

- An East Sussex resident with the right to work in the UK
- Age 16+
- Currently unemployed
- Interested in exploring opportunities

## Contact:

To register your interest contact People Matter by email: [reception@people-matter.org.uk](mailto:reception@people-matter.org.uk) or phone 01323 431289



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