



SOCIAL POLICY, SOCIAL SCIENCES AND SOCIOLOGY CAREERS

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Introduction

This information sheet is mainly aimed at students within the Department of Social and Policy Science. A relevant degree is not always a pre-requisite for the areas of work covered by this leaflet. The Careers Service has produced this because you could get the impression that we are only concerned with business careers and graduate schemes. Some areas of work do not have big budgets to promote themselves so you'll need to work a little harder to seek out information and opportunities. The Careers Service provides a range of professional and confidential services to support you in this endeavour.

If you are studying any of the programmes in Social and Policy Science then you need not be constrained by the jobs listed in this leaflet. Many employers of graduates in a broad range of businesses and organisations do not specify degree discipline so you can look more widely.

In addition to this leaflet you may want to check the one called *Politics Careers including Working in Westminster and Europe*. Another leaflet to look at is *International Development, International Organisations and International Relations*. You will find both of these in our information resources listed on our website: www.bath.ac.uk/students/careers/information-resources/helpsheets. In the same place you can see our separate guides *Finding a graduate job* and *Finding your own placement* for general advice on job-seeking strategies you can adopt. You can also collect printed copies of these from the Careers Service office.

It is worth checking *MyFuture* <https://myfuture.bath.ac.uk> on a regular basis as this is where we would advertise any vacancies notified to us.

If you are interested in any of the areas of work covered by this leaflet you should also sign up for regular emails from the Guardian Graduate website <http://jobs.theguardian.com/graduate> because this is a rich source of jobs in many of these areas. Also you can read news items related to the public sector which are published in the Guardian: www.theguardian.com/society/public-sector-careers.

What can you do with a Social Science Degree?

What if you have no idea what you want to do?

When you are thinking about your future you can find yourself going round in circles but the circle below is actually one that could take you somewhere. Rather than thinking about jobs and whether you would like them it is worth taking sometime with some self-exploration to discover what you are good at, what you might enjoy and what would be important to you in a job. Then you can move on to looking at particular options to see how they fit with your ideal. You are likely to be able to dismiss certain options quite quickly because they clearly don't fit.

Spend some time thinking about:

- Things you are good at, things you have enjoyed
- What other people say you are good at
- What you are interested in or passionate about
- Topics in your course you have found interesting
- Your values in relation to the work you might do or the organisation you work for
- Practical things like location, life style, environment

Use the resources below:

- Read this blog article "Find your meaning at work – 6 things salary can't buy" <http://blogs.bath.ac.uk/careers/2016/10/05/find-your-meaning-at-work-6-things-salary-cant-buy>. This gives a few starting points to get you thinking. It also contains links to a few other relevant blog postings.
- Check out the Choose a Career section of our website <http://www.bath.ac.uk/students/careers/choose-a-career/index.html>. Look at the various pages and try some of the online guidance tools listed.

Another way to think about your career is to consider the skills you have developed through your degree - not just knowledge but transferable skills. This can help you to understand your own strengths and also recognise your values and interests. Articulating the value of your degree is as important as being able to talk about skills you have gained from work experience and extra-curricular activities. Look at the generic skills in the QAA Subject Benchmark Statement for your subject so you know what kind of skills you should be developing from your degree: www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements/honours-degree-subjects.

Generating ideas around your degree experience

Below are some jobs which are linked to particular skills that you have developed through your degree. You may need to find out more about what these jobs involve before you dismiss them.



Source: <https://www.sussex.ac.uk/webteam/gateway/file.php?name=explore-your-options-social-science.pdf&site=3>

Look at what jobs SPS graduates do

Your subject might be a good starting point to thinking about possible careers. Your degree comes with a wealth of choice and opportunity, whatever you study but it doesn't always come with a specific tag or guarantee of relevant work. Start by considering how much connection you want between your degree and your working life.

These two resources can be a useful starting point particularly if you are looking for jobs with a direct link:

- Campaign for Social Science Report of what social scientists do published in October 2013 <https://campaignforsocialscience.org.uk/resource-category/careers/>
- *What do Bath graduates do?* www.bath.ac.uk/students/careers/choose-a-career.
- Prospects *Options with your subject:*
 - Sociology www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/sociology
 - Social Policy www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree/public-administration-and-social-policy
 - Social Work www.prospects.ac.uk/options_social_work.

Nearly half of all new graduate vacancies advertised do not ask for a specific degree subject. Of course your degree subject is important, but it doesn't define you. Employers will value the package of knowledge, skills, qualities and experience you present and they will seek it from every degree discipline. Your subject is a springboard to an array of future choices.

Researching your options

Start by picking some jobs you think might interest you or look at jobs generated from the resources above and dig a bit deeper into what they involve.

Find out:

- What are the main duties of the job?
- Which skills does this employer look for?
- Have I got those skills?
- What evidence can I use to persuade them I have got those skills?

To research any potential career in detail view our catalogue of resources for *Occupational research* and *Working & studying overseas* at www.bath.ac.uk/students/careers/information-resources/catalogue. Look at *Occupational research* and then under one of the headings of interest. Here are some obvious headings to check out:

- Administration
- Charity and development work
- Public sector
- Social, guidance and community work.

Occupational profiles are core reading, outlining key activities, advice on getting in and case studies. You can view them in the *Types of jobs* section at <https://www.prospects.ac.uk/job-profiles>. Some profiles of interest include:

- Civil Service Administrator
- Civil Service Fast Streamer
- Community Development Worker
- Diplomatic Service Officer
- Government Social Research Officer
- Health Service Manager
- Local Government Officer
- Market Researcher
- Prison Officer
- Social Researcher
- Social Worker.
- Youth Worker

Another website with good job profiles is TARGETjobs <https://targetjobs.co.uk/careers-advice/job-descriptions>.

See also the Networking section at the end of this leaflet as talking to people about their jobs can really help you to understand what the work might be like.

Public Sector Graduate Schemes

Some of these are mentioned in the specific sections of this Guide but here is a quick list if you are interested in a Public Sector career.

- Civil Service Fast Stream (various different streams) opens late September and closes end of November <https://www.faststream.gov.uk>.
- National Graduate Development Programme (local government) opens late October and closes early January <http://www.ngdp.org.uk>.
- Frontline (working with vulnerable children and families) closes mid to late November www.thefrontline.org.uk.
- NHS Graduate Scheme (four different schemes) Opens early October closes early December www.nhsgraduates.co.uk.
- Think Ahead (fast track scheme for mental health social work) closes beginning of December <http://thinkahead.org>.
- Teach First (Teach First Leadership Development Programme) closes end of June <https://graduates.teachfirst.org.uk>.
- Imperial College London's Graduate Management Training Scheme closes end of October www.imperial.ac.uk/job-applicants/opportunities/graduate-schemes/management.
- Ofcom Graduate Scheme closes early January www.ofcom.org.uk/about-ofcom/jobs/graduates-apprenticeships-internships.
- NHS Digital formerly the Health and Social Care Information Centre ran a Graduate Scheme in 2016 and opened in February.
- IntoUniversity Trainee Graduate Education Worker closes early January <http://intouniversity.org/graduatescheme>.

- There are few Charity Sector Programmes:
 - Cancer Research Graduate Programme closes late November
www.cancerresearchuk.org/about-us/graduates-and-interns/graduate-scheme.
 - CharityWorks opens beginning of October and closes late February
www.charity-works.co.uk.
 - Wellcome Trust runs two graduates schemes closes mid to late November
<https://wellcome.ac.uk/jobs/graduate-development-programme>.

Working in Social Research

Social Research Association

A brief and general introduction to the type of organisations who employ social researchers. Possible to become a student member. The website also includes a jobs listing
www.the-sra.org.uk/sra_resources/careers.

Social Researcher job profile

www.prospects.ac.uk/job-profiles/social-researcher

The Association of Qualitative Research

www.aqr.org.uk lists market and qualitative research agencies in its Directory of Member Businesses www.aqr.org.uk/dir You can search The Directory for companies offering 'Graduate Training' by using the link in left-hand menu. In addition, you can download a 'Graduate Pack' which contains an insight into the industry and help for your career decisions, is at www.aqr.org.uk/jobs/gradpack.shtml

Civil Service Fast Stream

There are several different streams within Civil Service Fast Stream. Explore them all here:
www.faststream.gov.uk

Government Social Research Service

There are around 20 government departments using over 1000 government research officers explained here www.gov.uk/government/organisations/civil-service-government-social-research-profession. Recruitment is via the Fast Stream
www.faststream.gov.uk/government-social-research-service.

Careers in local government research

www.local.gov.uk/sites/default/files/documents/careers-local-government--b08.pdf

Jobs.ac.uk

A site that includes jobs in universities as well as research institutes www.jobs.ac.uk.

An Academic Career

If you want to work in a university context then an academic career may be something to consider. This website helps you to work out if it is the right choice for you.
www.academiccareer.manchester.ac.uk.

UK Social Policy Association

The professional association for lecturers, researchers and students of social policy in the UK and internationally. Links section lists related organisations in UK and outside.
www.social-policy.org.uk.

Working in Market Research

Market Researcher job profile

www.prospects.ac.uk/job-profiles/market-researcher

Market Research Society

A guide to career options in Market Research. This website also contains a list of members.

www.mrs.org.uk/careers and a careers brochure

www.mrs.org.uk/pdf/77913_MRS_Careers%20Brochure_v8_LR.PDF.

Market Research Sector Overview

This is a good guide from the University of St Andrew's Careers Service www.st-andrews.ac.uk/careers/exploring-your-future/career-options/a-z/market-research/.

Audience Research/Media Analyst

This is a specialist area of Market Research. This link to ITV gives a flavour of what it might involve within a broadcasting company: www.itvjobs.com/working-here/corporate-services/marketing-and-research. This is a more general profile of this role:

<https://targetjobs.co.uk/careers-advice/job-descriptions/276103-media-analyst-job-description>.

Working in Public Policy Research

Policy workers are employed in a wide variety of settings in the public, private and voluntary sectors to provide research and information in support of the organisation's remit. These organisations could include national, regional and local government, quangos, charities/non-profit organisations, public affairs consultancies, academia, think tanks, pressure groups, professional bodies, learned societies and private companies. Policy work is about influencing opinion and advocating the ideas of the organisation you are working for. This overlaps with some of the other sections in this guide.

University of Edinburgh Policy Work

www.ed.ac.uk/careers/your-future/options/occupations/public-services-and-policy-work/policy-work - a useful list from their careers service including a short list of some public policy consultancies.

Policy Jobs Net

www.policyjobs.net - international jobs website.

University of Bath Institute for Policy Research

www.bath.ac.uk/ipr

Working in the Health Sector / Health Policy

Public Health

There are six main areas that people may work in within public health:

- improving people's health
- protecting people's health
- working with information
- teaching and researching
- maintaining and raising standards
- leadership, planning and management

www.healthcareers.nhs.uk/about/careers-public-health/why-work-public-health/public-health-career-you

NHS Management Schemes

There are six schemes General Management, Finance, Health Analysis, Health Informatics, Human Resources, and Policy and Strategy www.nhsgraduates.co.uk.

NHS Careers

For general information about careers in the NHS see this website: www.nhscareers.nhs.uk. The NHS Jobs website has a good search engine. Use the advanced search so that rather than searching by job title or staff group you can search by skills such as health improvement: www.jobs.nhs.uk

NHS Confederation

The representative body for NHS Trusts. They influence health policy. Their website gives a good overview of major health issues rather than employment information. www.nhsconfed.org.

Public Health England

Information about careers at Public Health England and links to sites where our jobs are advertised.

www.gov.uk/government/organisations/public-health-england/about/recruitment.

Health Policy Research/Think Tanks

- Nuffield Trust www.nuffieldtrust.org.uk and Kings Fund www.kingsfund.org.uk both conduct health policy research work. Nuffield offer Academic Placements to students studying at a postgraduate level.
- Health Foundation www.health.org.uk focuses on NHS service improvement.

University Research Institutes

Examples include Public Health Institute – Liverpool John Moores, Institute of Health Research - Bedfordshire, Centre for Health Services Research- City, Institute of Health and Society – Newcastle, Institute of Health and Wellbeing – Glasgow, Health Policy Research Unit - De Montfort University, Institute of Public Health - Cambridge, Centre for Health Policy - Imperial College, Institute for Global Health - UCL, Centre for Public Policy and Health - Durham, Centre for Global Health Policy - Sussex, . There are several centres at University of Manchester: Health Management Group, Centre for Primary Care, Centre for Social Ethics and Policy and Health Policy, Politics and Organisation Group (HiPPO).

Medical Associations

Such as BMA, Royal Colleges and other professional bodies representing professions within the medical sector.

Working in Youth, Social and Community Care

National Graduate Management Training Scheme

Leadership programme for the social care sector. You will work with leading social care providers. Scheme opens August/September with January start date.

www.skillsforcare.org.uk/Careers-in-care/Graduate-management-programme/Graduate-management-programme.aspx.

Skills for care – has information about the range of careers in the adult social care sector.

www.skillsforcare.org.uk/Careers-in-care/Careers-in-care.aspx

Prospects – information about wider job roles in the social care sector.

www.prospects.ac.uk/job-profiles/browse-sector/social-care

The Social Care Institute for Excellence (SCIE) – is a service improvement agency and independent charity aimed at sharing best practice and knowledge for the improvement of the sector. www.scie.org.uk

Community Care

Magazine for social workers and social care professionals www.communitycare.co.uk.

National Youth Agency

Includes information about what youth work is and how to train www.nya.org.uk.

Care Quality Commission (CQC)

The Care Quality Commission (CQC) is the independent regulator of health and social care services in England. They recruit numerate graduate analysts who are people with an analytical mind-set and an interest in data and information. 2:2 in any degree subject welcome: www.cqc.org.uk/content/intelligence-graduate-scheme.

Social Work

This information is for those **not** studying the Social Work and Applied Social Studies degree at Bath which is a professional qualification to become a Social Worker.

Each of the four UK regions has a different regulator:

- Health and Care Professions Council (HCPC) - England
- Scottish Social Services Council (SSSC) - Scotland
- Care Council for Wales - Wales
- Northern Ireland Social Care Council (NISCC) – Northern Ireland

There are two main routes to qualification; the academic route and fast track routes which combine work and study.

- **Academic route:** You can take an undergraduate or a postgraduate programme approved by the relevant body listed above to qualify as a Social Worker. For entry onto a postgraduate course, you will need a minimum of a 2:2 degree, although many institutions require a minimum of a 2.1 for entry onto the postgraduate programme. Most course providers will also want to see evidence of previous relevant experience. Frontline mentioned below offers internship possibilities but other ways of gaining experience is through volunteering to work with vulnerable people that social workers normally work with.

- **Fast track programmes:** There are a number of paid routes combining academic study with on-the-job training which enables you to train for certain areas of social work.
 - **Think Ahead** <http://wethinkahead.org> is offering postgraduate training to graduates from any degree discipline on a 2-year fast track course which will see them become qualified in mental health social care.
 - **Frontline** www.thefrontline.org.uk combines on-the-job training and academic study over a 2-year period to become qualified in children's social work.
 - **Step Up to Social Work** programme www.gov.uk/guidance/step-up-to-social-work-information-for-applicants offers a funded 14 month programme to become a qualified social worker.

Social Worker Job Profile

Located on the Prospects website this profile explains the requirements for social work training: www.prospects.ac.uk/job-profiles/social-worker.

The British Association of Social Workers (BASW) – is the professional body representing social workers in the UK and provides lots of useful information and advice, including about entry into the profession: www.basw.co.uk.

The Social Care Institute for Excellence (SCIE) – leading improvement support agency and an independent charity working with adults', families' and children's care and support services across the UK. It provides lots of useful information and advice to the profession: www.scie.org.uk.

Working in Law and Law Enforcement

Prison Service: Unlocked is a new and ground-breaking scheme which will hire top graduates and career changers to work in prisons as officers for two years, focusing on breaking cycles of re-offending and giving second chances to those who lacked opportunities earlier in life. Recruitment in 2017 started in December 2016 and closed 1st February 2017: <http://unlockedgrads.org.uk>. The Civil Service Jobs website has advertised Undergraduate Placement prison Officer posts: <https://civilservicejobs.service.gov.uk>.

Police Service: Police Now National Graduate Leadership Scheme www.policenow.org.uk/the-programme/.

Working in the Education Sector/Policy

This section is not concerned with working as a teacher or lecturer for which there are separate resources you can find out about at the Careers Service. Education Policy and Development jobs usually involve responsibility for the research, report writing and publishing of data that is then used by a charity or public body to try to influence other related organisations, the wider public, or education policy. Use lists of charity organisations to identify those concerned with education issues e.g. **The Charity Commission** website www.charity-commission.gov.uk or publications like the **NCVO Directory** or the **Charities Digest**. Professional bodies responsible for sectors like medicine, law and science may also have a need for education policy researchers. Central government departments and universities also employ graduates to work in policy or research roles (see section on working for government).

www.jobs.ac.uk is the best place to look for all types of jobs in universities.

Collab Group is a consortium of 36 of the UK's leading Colleges. They offer a UK-wide view of educational practice and policy development. www.collabgroup.co.uk/.

Alternative Careers in Education beyond teaching

<https://targetpostgrad.com/subjects/teaching-and-education/training-and-qualifications-for-alternative-careers-in-education>.

Widening participation and social mobility has a great emphasis in universities and there are a number of organisations working in this area. An organisation you could look at is **Sutton Trust** which describes itself as a "do tank" www.suttontrust.com. There are a number of organisations who work with school children directly raising their aspirations. In the past the Careers Service has advertised jobs in *MyFuture* <https://myfuture.bath.ac.uk> for **upReach** www.upreach.org.uk and they advertise regularly through the Guardian <http://jobs.theguardian.com/graduate>.

Department for Education

Jobs in this UK Civil Service Department are advertised in the Civil Service Jobs website. Check your Department Placements listing to see if opportunities come up <https://civilservicejobs.service.gov.uk>.

Higher Education Statistics Agency (HESA)

They recruit placement students from SPS and we have had graduates join them: www.hesa.ac.uk.

Working in the Housing Sector

Chartered Institute of Housing

www.cih.org. In particular download their guide for graduates: www.cih.org/resources/PDF/Career%20Development/Choosing%20a%20Career%20in%20Housing%20-%20Graduates.pdf.

Housing Manager/Officer Job Profile

Very useful for understanding the job and where to look for opportunities: www.prospects.ac.uk/job-profiles/housing-manager-officer.

Housing Association Schemes

From time to time in *MyFuture* <https://myfuture.bath.ac.uk> we advertise vacancies for Housing Associations some of whom run graduate training schemes. Another useful place to look is the Guardian jobs website for graduates <http://jobs.theguardian.com/graduate>.

National GEM Programme

The GEM Programme works with its partner organisations to develop graduates into leaders and specialists in housing, communities and the built environment. The GEM Programme includes a 12 month traineeship, professional body membership and qualification accredited by the Chartered Institute of Housing, Personal and Leadership development and one-to-one mentoring: www.centreforpartnership.co.uk/the-gems.

Working in the Voluntary and Charity Sector

Many organisations in this sector work on behalf of vulnerable groups in society. Some will be providing support while others are concerned with representing these groups or influencing policy makers.

See also our **Careers in Charity/Not for Profit Sector Moodle course** <https://moodle.bath.ac.uk/course/view.php?id=56584> and **Working in the Not for Profit/Charity Sector Talk** usually in late November. Check in MyFuture (<https://myfuture.bath.ac.uk>) in the Autumn to find out the date.

University of Bath Careers Service catalogue

Contains large number of links on the Voluntary Sector. Go to www.bath.ac.uk/students/careers/information-resources/catalogue/occupational and select *Charity and development work* from the index list.

Working in UK Central Government

Civil Service

There are many good opportunities for graduates to work in the Civil Service. Any vacancies are advertised in their main jobs website. Graduates can join departments directly by applying for individual posts as they are advertised on this site. You can sign up to be notified of vacancies <https://civilservicejobs.service.gov.uk>. Check our blog for articles on this topic <http://blogs.bath.ac.uk/careers/tag/civil-service/>. This webpage is a useful overview if you are interested in the Foreign and Commonwealth Office (Diplomatic Service): www.gov.uk/government/organisations/foreign-commonwealth-office/about/recruitment although main recruitment is through the Fast Stream (see next entry).

Civil Service Fast Stream

This is the accelerated development programme for graduates which is open annually between early September and early November. **This includes entry into the Diplomatic Service.** It is possible to apply to the Civil Service Fast Stream even though you are working within the Civil Service. It is usually open between 29 September and 30 November. See www.gov.uk/faststream and follow their Facebook page.

A-Z of central government departments, executive agencies & non-departmental public bodies

Helpful if you want to target particular departments or know the scope of the Civil Service and its agencies: www.gov.uk/government/organisations.

MI5 www.mi5.gov.uk/careers and the Secret Intelligence Service (MI6)

www.sis.gov.uk/explore-careers.html also offer challenging and fast-paced careers in the security services, and often recruit graduates into intelligence roles.

Working in UK Local Government

Local government has been one of the largest graduate employers in the country. Whether employed on specific graduate training schemes or recruited into particular roles, there are opportunities for graduates to develop a career in local government although heavy cuts in public expenditure in recent years have reduced the opportunities available.

As well as the National Graduate Development Programme (ngdp) for local government listed below, which aims to recruit the senior managers and chief executives of the future, some councils run their own graduate training programmes. To find out if your local council has a specific programme, you should contact the HR department. We also find the Guardian newspaper jobs site useful for adverts for some graduate opportunities in local government <http://jobs.theguardian.com/jobs/government-and-politics/graduate>.

Councils also recruit graduates into particular jobs in many different occupational areas. For example: environmental health, planning, surveying, legal work, accountancy, IT, personnel, marketing, policy and research, plus many more. Some of these roles will need specialist qualifications. Some local authorities have a temporary work bank system which could be a useful back door into working for a local authority. Again it is worth contacting the HR department of local authorities you would be interested in working for.

LG Jobs

Offers free job listings to all councils in England and Wales:

www.lgjobs.com.

National Graduate Development Programme

The ngdp offers graduates a two year leadership development programme in a host local council which includes placements, skills development and mentoring. Applications open in November and close in January for a September start:

www.ngdp.org.uk.

The following local authorities have run graduate schemes in the past:

- Hertfordshire County Council
- Kent County Council
- Shropshire County Council
- Suffolk County Council
- London Local Government
- East Cheshire.

Ad Hoc Local Government vacancies – we do from time to time get notified of vacancies of interest to graduates so it is worth keeping an eye on MyFuture

<https://myfuture.bath.ac.uk> for any opportunities.

Networking with Bath Graduates

Advice about networking and, in particular using social media for this, can be found in our *Finding a graduate job* guide. Pick up a copy from our office or download it at www.bath.ac.uk/students/careers/information-resources/helpsheets.

Bath Connection

Bath Connection is a secure online system which allows you to network with our Alumni Experts. They are Bath graduates who have volunteered to talk to current Bath students (and fellow graduates) about working for their employer, what's involved in their job and also diversity issues. We have developed this service as a joint initiative with the Alumni Relations Team.

Bath Connection includes hundreds of graduates working for a wide range of employers and in many types of role, from the high profile to the more unusual. You can use it to ask a quick question or to request more in-depth support.

This is a really great way to get some extra insight from someone who has 'been there already'. The Alumni Experts are ready to share their expertise and advice to help you succeed.

Find out more at www.bath.ac.uk/students/careers/choose-a-career/bath-connection.

Careers Service

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This publication is available online at

www.bath.ac.uk/students/careers/information-resources/helpsheets.

If you need this information in another format, please contact us.

www.bath.ac.uk/careers