

Improving your reading and employability



Reading and understanding job and course adverts and descriptions is the crucial first stage of preparing successful applications. Making initial notes of questions you have and the links between your experience and skills and the job or course will help you to prepare a convincing argument in your CV, covering letter or personal statement. Use the "Effective reading and note taking" handout to help your application preparation.

The annotated job description below gives you an example of how to read and make notes about a job.

Sunderland Cultural Partnership formed in 2013, led by University of Sunderland and Sunderland City Council, to create an ambitious new shared vision for the city. The post will work closely with the Coordinator and **arts organisations and venues** across the city and region on the development and delivery of work streams. This is an exciting time for creative industries in Sunderland and the post holder will experience a wide range of opportunities to hone skills and make connections.

Comment [w1]: What is the SCP?

Comment [w2]: What local arts organisations and venues are involved?

ACTION:

Research the 'Cultural Strategy for Sunderland'.

Look at the SCP website

Main Responsibilities:

Report to the Sunderland Cultural Partnership (SCP) Co-ordinator to support the delivery of the following areas:

- Liaise and network with members of the partnership to co-ordinate and administrate events, meetings and network sessions
- Support the development of work streams arising from the delivery of the new Cultural Strategy for Sunderland
- Collate feedback from partners on development of key work streams to report back to SCP leadership group
- Collate and update information relating to the partnership using online sites and social networks to promote the partnership
- Maintain and collate content for the SCP website
- Update members on local, regional, national and international creative and cultural developments relevant to the work of the partnership

Essential:

- Educated to degree level
- **Some experience of the cultural sector in Sunderland**
- **Good administrative skills**
- **Excellent planning ability**
- **Excellent marketing skills**
- **Confident communication skills**

Comment [w3]: Describe voluntary work in The National Glass Centre (NGC)

Comment [w4]: Reception duties in NGC, booking classes and tours. Student registration as a Student Ambassador.

Comment [w5]: Degree show – fundraising and planning execution of own exhibits.

Comment [w6]: Promoting events at NGC. Promoting degree show fundraising activities through social media. Representing the University of Sunderland positively at Open Days and school visits.

Comment [w7]: Taking prospective students and parents on accommodation tours and answering queries.