

## **A step by step guide to finding the right parking role for you**

A job in the parking sector is a great choice if you are looking for an interesting and rewarding career where you can directly contribute to improving the world around you. However, looking for a job in any sector can be a daunting experience. Use this X step guide to help find the right role for you.

### **Step 1 – which role is right for me?**

Identify the type of role, or roles, you are looking for and the location(s) you are able to work in. Have a look at the BPA's [Scope of the Parking Sector diagram](#) to get an idea of just some of the types of jobs available within the parking sector.

Completing the [Skills Health Check](#) can help you to identify where your interests lie and what your skills are. Speaking to friends, family, teachers/tutors and colleagues about this can also be helpful.

Try not to narrow your options too much at this stage (for example by hoping to work for just one employer) but also do not look too broadly as you can easily become overwhelmed by the range of options available.

### **Step 2 – who would I like to work for?**

Identify which companies offer the types of jobs and locations you are interested in. Research the companies on the internet and save their details in your 'favourites'.

The BPA has over 650 corporate members and looking at our list of [AOS members](#) is a good way to start identifying which companies could be right for you. If you can, narrow the list down to 10-20 organisations for you to concentrate on initially.

### **Step 3 – what skills, experience and qualifications do I need?**

Do you have the skills, experience and/or qualifications needed for the job that you want to do? If not, what are the different ways in which you could gain the skills, experience and/or qualifications? Many organisations offer an entry level role and whilst this may not be what you want to do long term, gaining experience and undergoing training whilst working can an invaluable experience.

Don't forget, voluntary work is also a great way to gain skills and experience and can be done alongside paid work or studying.

### **Step 4 – get searching**

Most organisations will have a section on their website dedicated to recruitment. If any of your chosen 10-20 organisations are not currently hiring, contact them to find out when they will be. Some have regular times in the year when they will have a recruitment drive, others will recruit as and when the need arises. Not all jobs will always be advertised on an organisation's website so it is worth finding out where they usually advertise or which agencies they use. If they use agencies register your details with them. If they use jobs boards (a place where employers can post their jobs on-line), sign up to the email alerts.

It is worth setting aside a regular time (say twice a week) to check back on your top 10-20 companies, agencies and jobs boards as a) you shouldn't rely on others contacting you once

a vacancy arises and b) you may see something advertised that you had not previously considered.

### **Step 5 – make the application**

Start applying for jobs! – start with the ones that have the nearest closing dates so you can get your application in on time. Keep copies of your application/CV/cover letter on file so you have something to refer to if called for an interview. If you are applying for several roles, keep track with a spreadsheet.

Make sure your application is tailored to every role – some of the content (such as education) will be repeated, but read the job description and person specification (if available) carefully and make sure that your application clearly shows how you meet the selection criteria for the role. Don't forget to check every application for spelling and grammar.

Read our [guidance on CV writing](#) and how to complete [application forms](#) can be found.

### **Step 6 – ask for feedback**

Most employers will contact people to arrange an interview within a few weeks of the application deadline. Many organisations will have a policy where they do not contact unsuccessful applicants to let them know the outcome of their applications, but you can always contact them yourself to ask if you have been shortlisted and for feedback on your application.

If you have been shortlisted for interview you will need to prepare yourself properly. Read our [guidance on interviewing](#).

### **Step 7 – don't give up**

Finding the right job can take time and can become almost a full time job in itself. Do not get disheartened when you are not successful, be persistent and ask for feedback. If you do receive feedback from an employer, make a note of it and use it constructively to make changes to your future applications. That way you are more likely to get better results next time.

Good luck! If you have any questions about this guide or about a career in the parking sector then please do contact me at [sarah.f@britishparking.co.uk](mailto:sarah.f@britishparking.co.uk) or on 01444 255942.