



# How To Get A Job In The Civil Service

**C**ivil Service jobs help enforce local and national laws, and include positions such as those working in the police and fire services, the Driver and Vehicle Licensing Agency (DVLA), tax, immigration control and other administrative arms of the government. A career in the Civil Service can give a person the opportunity to make a difference to others' lives, learn new skills on the job, have flexible working hours and arrangements, as well as a host of benefits. Good pension packages, flexitime contracts and generous

holiday are all positive factors to consider when applying for a new career in this sector. Here are the 6 main routes a candidate needs to know about before attempting to land a new dream job in the Civil Service.

## **Moving directly into a Civil Service job**

This is one of the rarer routes into Civil Service employment, but is by no means impossible. Even if a person has never worked for the Civil Service before, it is possible to secure a fixed, full or part-time role

by simply doing a job search on the Civil Service Careers website and applying. The Civil Service is divided into departments dealing with various areas such as education, health and defence. These departments also often have their own agencies dealing with specialist subjects, so there are many different roles that suit various skill sets. Working in the Civil Service gives someone the chance to be involved in training and development programmes, work on government projects and network with like-minded people.

## Civil Service Fast Track Apprenticeship Programme

This is a two-year Level 4 paid apprenticeship that is an alternative to university. The programme is part of the Cabinet Office. There is a choice of six apprenticeships. The Policy Apprenticeship focuses on political decision-making in context while assessing potential impacts; The Business Apprenticeship manages business communications and processes with a strong customer focus; The Commercial Apprenticeship deals with government financing through commercial contracts; The Digital Data and Technology Apprenticeship helps expand the government's digital services, The Finance Apprenticeship focuses on taxes, budgets and costs, and The Project Delivery Apprenticeship concentrates on project risk, delivery and finance. Candidates can apply online for these programmes if they meet the eligibility criteria in terms of academic results, and may also be required to undertake an online exam to determine whether they are a suitable applicant.

## Civil Service Fast Stream

This route into the Civil Service is for those looking for a graduate entry scheme designed to build skills of leadership while offering permanent positions with training and future prospects. There are 15 government professions to choose from when applying. A candidate will have the opportunity to develop plenty of skills while meeting many people from different backgrounds, while receiving training and guidance along the way. They will also be given responsibility in their role, such as advising a team on government programmes, or planning security for a major national event. This is a varied role for people with a natural curiosity and passion for learning.

## Summer Diversity Internship Programme

This is a 6-9 week internship programme that pays a salary of



around £300 per week. It gives people from diverse backgrounds the opportunity to see what a career in the Civil Service is like. This suits graduates or undergraduates, as they can take up a work placement in a government department, and receive insight into the inner workings of the Civil Service. There is also the chance of being invited to undertake Fast Pass, which is a quicker route to Fast Stream selection. A positive appraisal during an internship gives a candidate the opportunity to apply for the Fast Stream route (as stated above), meaning they'll be fast-tracked past the initial online selection stages and receive training, too.

## Early Diversity Internship Programme

This internship is a one-week programme with expenses paid, and is aimed at giving opportunities to ethnic minority students, disabled students and those from under-represented socio-economic backgrounds. The 5-day placement will involve working within a government department, while giving valuable insight into the inner workings of the Civil Service and the chance to learn new skills. For those interested in a career in the Civil Service, it's an ideal way to learn in a short space of time whether this type of role would suit them. The programme includes corporate networking and social events,

workshops on applying for graduate Civil Service opportunities, mentoring and an opening and closing reception attended by high-profile speakers linked to the Civil Service.

## Movement to Work Scheme

This is a work experience programme for unemployed young people who are not in education, employment or training. Employers supporting the Movement to Work scheme include BT, GSK and HSBC. Placements can be linked to jobs or apprenticeships within the Civil Service, as the scheme's aim is to collectively support 50% of young people and help them to progress into employment. Work placements in the Civil Service last 4 to 6 weeks, and all young unemployed people aged between 18 to 24 are eligible.

Working for the Civil Service can provide a long and fruitful career, with plenty of training and the chance to hone new and existing skills. With such a variety of sectors and opportunities to get involved in inner government workings, many employees of the Civil Service find that every day can be different and challenging, making for a very worthwhile job with great benefits.