



Hillcrest

***Your future
starts here...***

hillcrest.org.uk



Hillcrest



Welcome from our Chief Executive

Supporting people to find jobs and fulfilling careers is a big responsibility for Hillcrest.

We know that preparing young people for the world of work is important not only for their personal growth and development, but also for Hillcrest's long-term success.

As an accredited Young Person's Guarantee employer, one of our key areas of focus is the growth of our apprenticeship offering and developing innovative ways to support our young workers across the organisation.

Whether it's embarking on a work experience placement, joining a graduate training programme or taking on an apprenticeship role, Hillcrest offers a wide range of exciting career pathways for young people looking to fulfil their potential.

We are delighted to have such a dynamic and enthusiastic group of young people currently on our team, and we're looking forward to welcoming more on board.

Angela Linton
Hillcrest Chief Executive



A few words from our Apprenticeship Development Officer

Hello! I'm Lesley and I run our young workers' programme to help raise the voices of our younger staff so they can contribute to important decision-making processes within the organisation.

We support our young people's development through our 'Young People's Voice' group, which gives them a safe space to network and share ideas and opinions on changes happening within the business. We also partner with external agencies, schools, colleges and universities to offer pre-apprenticeship training and work placements to local young people, giving them the opportunity to receive hands-on experience in a department of their choice.

We're proud to provide apprenticeship opportunities across all four of our companies, including roles within the traditional trade industries, the care sector, housing, human resources, learning and development, finance, business administration and more.

If you are interested in starting a career or even just developing a new skill, Hillcrest is here to support you.

For new apprenticeship and job opportunities, please visit the careers pages at www.hillcrest/careers or contact me at: LEnglish@hillcresthomes.org.uk.

We can't wait to hear from you!

Lesley English
Apprenticeship Development Officer



We are Hillcrest

Hillcrest started in 1967 as Hillcrest Housing Association. Over the decades, we’ve grown into a large, diverse and continually evolving social organisation. Our mission is to help people live better lives.

The companies within Hillcrest provide housing, maintenance services, support, training and employment opportunities. Our companies work together to make a positive difference by improving the lives of the people and communities we work with.

Our values

Our values define what we believe in and how we go about our work. They are:



Inclusion



Respect



Innovation



Excellence

Our businesses

Hillcrest is made up of:



Hillcrest Homes

With over 7,000 properties for social rent across Dundee, Edinburgh, Angus, Perthshire, Fife and Aberdeen, our parent company Hillcrest Homes, provides all corporate core services to the companies in Hillcrest.



Hillcrest Enterprises

Providing over 1,000 quality homes at discounted mid-market rents for people on limited incomes, Hillcrest Enterprises is the home of new business opportunities for Hillcrest. This includes providing open market rented properties, selling corporate services and developing new business opportunities.



Hillcrest Maintenance

A customer-focused maintenance contractor who carries out a variety of responsive, void, cyclical, planned and property upgrade works for Hillcrest and a number of external customers.

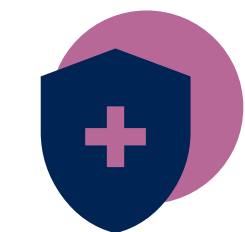


Hillcrest Futures

Providing support to more than 2,500 people across Dundee, Angus, Fife, Edinburgh, Glasgow, and Perth and Kinross, Hillcrest Futures offers a range of services in the areas of physical and learning disabilities, autism, young people and older people. Further services include supporting positive mental health and wellbeing, homelessness, and drug and alcohol recovery.

Benefits of working with us

There are a number of benefits available as part of your career with Hillcrest. These include...



Healthcare plan



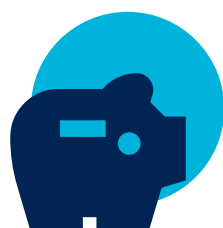
Mentor programme



Generous annual leave entitlement



Money off tech*



Generous pension



Personal learning and development



Perkbox: money off goods



Mental health first aiders



Flexible working

* Earning criteria applies

Interested in joining Hillcrest?

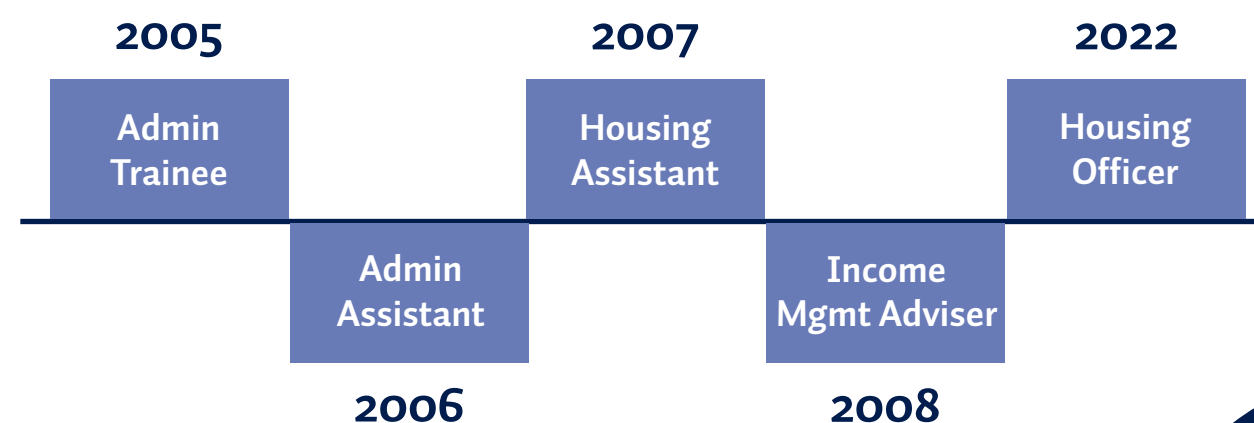
Here's what a career journey with us can look like...

"I started in 2005 as Hillcrest's first Admin Trainee, and completed my apprenticeship in June 2006. Hillcrest helped me to complete my level 2 and 3 in Business and Administration. After several years they helped me with my level 4 in Housing qualification.

In my current role, I provide accommodation to families and single people who've been waiting on homes for a long time and who are very happy to receive these properties. I love being out and about meeting the tenants and being able to help them in many ways.

The best part of working with Hillcrest is my colleagues and the support they provide."

Nikki Mill, Housing Officer



Keys to success

Here are some tips on how to make the best impression and be successful in your application to join Hillcrest.

Create a 'stand out' application

- **Keep it concise:** Your application should include key information and be to the point. Make sure you also proofread it for any errors or spelling mistakes.
- **Highlight your education:** Make sure you include your academic qualifications and any relevant courses or training you've completed.
- **Include work experience:** Any part-time jobs or volunteering you've done can be valuable additions to your application. Highlight any skills learned during these experiences.
- **Showcase your skills:** Make sure you highlight any hobbies, interests and skills where relevant and explain how they could be valuable to us as your employer.
- **Be honest:** It's important to be honest in your application, as any fibs could be discovered during the recruitment process and impact on your chance of getting the job.

Share your socials!

Are you an influencer on Instagram? Creating content on TikTok? Or are you old school and still posting on Facebook like the Gen X'rs and Boomers?

Social media is a two-way opportunity for both Hillcrest and our prospective employees to see behind the curtains a little, so if you're happy to show us your socials, we'd love to see them!

Likewise, check out our socials to learn more about Hillcrest. Details about our social media channels are on the back page of this document.

Job interview tips

We know job interviews can be daunting, especially if you've never had one before. Here's some advice on how to 'ace' your interview:

Before the interview

1. **Look us up:** Before the interview, make sure you research our company. We'd like you to tell us what you know about Hillcrest.
2. **Practise makes perfect:** Take the time to practise commonly asked interview questions. You'll find examples of these online.
3. **Have a run-through:** Ask a friend or family member to do a mock interview with you.
4. **What do you want to ask us?** Think of questions beforehand. These could be about the team you'll be working with, the role or the company.

During the interview

5. **Be punctual:** Plan your schedule to arrive to the interview 10 to 15 minutes early.
6. **First impressions count!** Practise good manners and body language, and treat everyone you meet with respect.
7. **Be honest:** Always answer questions truthfully, interviewers find honesty refreshing and respectable. Focus on your key strengths.

After the interview

8. **Ask about next steps:** After your interview ask either your interviewer, hiring manager or recruiter about what you should expect next and when you are likely to hear back.





Why you should work with us...

Want to know what it's like working at Hillcrest? Some of our apprentices and young workers share their views.

"Hillcrest put me through a Level 3 Award in Energy Awareness which I'm pleased to have passed. The progression routes within Hillcrest give me motivation within the company, and there are regular training opportunities, which assures me I am always learning whilst working.

The route from college to landing a job in Hillcrest has given me a lot of confidence back within the workplace as I was out of work for a few years prior."

**Beth, Administrative Assistant
Hillcrest Homes**

"Completing my apprenticeship with Hillcrest has allowed me to work on various different contracts, meaning my skillset was able to grow and develop each day.

Hillcrest has been incredibly supportive of my development along the way."

**Aidan, Painter
Hillcrest Maintenance**

"From my first day of my internship at Hillcrest, the entire department, including my mentor, was extremely friendly and helpful.

This encouragement gave me more confidence for the days ahead, confidence that I would be supported by people who quickly became industry role models to me."

**Annaliza, Student Intern
Abertay University**

"I was surprised to learn the number of different types of apprenticeships that Hillcrest has to offer, ranging from plumbing to human resources. I was previously under the assumption that only maintenance apprenticeships existed, so it was nice to hear that corporate apprenticeships are available too as it means they will appeal to a broader range of people."

**Emily, Student Intern
Abertay University**

"I'm enjoying the course so far and I've learned a lot on my placement. Being in a real work environment shows me exactly what the job is like. It's a lot of responsibility but I'm really liking it, and hope to do an apprenticeship with Hillcrest in the future."

**Brandon, Pre-apprentice Joiner
Hillcrest Maintenance**

"Hillcrest provides young people with the opportunity to voice their opinions and experiences within the company. Hillcrest also encourages their staff to believe in themselves as a person and as a worker, and provides opportunity for progression within job roles and encourages staff to be the best that they can be."

**Afton, Support Worker
Hillcrest Futures**



Your future starts here...

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