Foreword

This Quick Guide is written mainly for all current and recent Cambridge students and researchers, whatever your subject and career interests, looking to work in our region. If you are in your penultimate year, it contains sources of help to find internships in the region and, if you have already graduated and left Cambridge, it can help you find employment starting immediately.

This guide should also be useful for others, whether looking for unskilled or temporary employment or for more senior permanent positions. It lists all the various sources of vacancy information available across all sectors and at all levels.

We hope you find this a useful resource. If you have any comments, corrections or suggestions, do email to let us know:

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www.careers.cam.ac.uk
Finding work in Cambridgeshire

The Cambridgeshire area has a thirst for graduate level recruits. The area enjoys a vibrant economy; levels of unemployment are the lowest in the UK. Opportunities can be found across many employment sectors for graduate level positions and for more experienced staff. Each year some 10% of our graduates choose to stay in the region to work, research or study.

Simply by walking around Cambridge or the region’s science parks it is easy to see Cambridgeshire’s major employment sectors. 48,000 people work in hi-tech companies, the majority in Cambridge and South Cambridgeshire, known as ‘Silicon Fen’. Hi-tech covers pharmaceutical research, computing, electronic and scientific engineering. Over 25% of all UK’s venture capital has been invested in this region’s companies. The Cambridge Science Park, for example, is home to over 100 separate, small but growing companies. Other established and growing sectors in Cambridgeshire include Retail, Health, Financial Services, IT and telecoms. The education sector is also a major employer. In Cambridge alone, the two Universities employ over 16,500 people.

Cambridgeshire therefore offers a healthy variety of places to consider working. However, because of the small size of the region’s companies - well over half employ fewer than ten employees - job hunting can be difficult and requires a different approach including making speculative applications, networking and persistence.

Housing in Cambridgeshire’s major towns is not cheap, especially in Cambridge, where one can expect to pay similar rent or purchase prices to London. However, pay rates in the more expensive parts of the county match those of London. The commuter train takes less than an hour to London and employers have had to up their rates to match the draw of the capital. The cost of living reduces greatly as you move into the rural areas where good rail links have created dormitory towns many miles from the major cities. Travel around Cambridgeshire by public transport is as good as anywhere in the UK with the ‘guided bus’ to connect St Ives with Cambridge and intervening villages. Cambridge has the UK’s highest proportion of people commuting to and from work by bicycle.
**Eddington** is a new district of Cambridge developed by the University of Cambridge, northwest of the city centre. The University wants to encourage an influx of highly skilled staff and Eddington can offer state-of-the-art sustainable housing for key workers such as Postdoctoral researchers, at affordable prices. In the near future there will be research facilities which will be offering employment opportunities for researchers.

**Web-based vacancy listings across all sectors (at all levels throughout the region)**

[Careers.cam.ac.uk](https://careers.cam.ac.uk) register online and use Vacancies and Opportunities and the drop down menu to search for graduate-level opportunities within a 20 mile radius of Cambridge. Also review the listings of past vacancies: ‘archive jobs’ to identify suitable firms to approach speculatively. In the last three years over 3000 graduate level vacancies were advertised.

[Cambridgenetwork.co.uk](https://www.cambridgenetwork.co.uk) is an active online community of local companies in mainly the high-tech and bioscience sectors. Their ‘Recruitment Gateway’ listings include graduate level opportunities. This site is also useful for the latest business and technical news on organisations in the area.

[https://www.fish4.co.uk/jobs/cambridge/](https://www.fish4.co.uk/jobs/cambridge/) is the Cambridge Evening News job listings, containing a range of opportunities from unskilled, temporary jobs to senior, specialist roles across the region and covering all sectors.

[Cambridgesciencepark.co.uk](https://www.cambridgesciencepark.co.uk) is for the local high-tech community. Although their job listings are mainly highly technical roles there are occasional non-technical roles advertised in sales and marketing, business analyst, human resources and finance roles. A useful site for contact details for speculative applications.

[www.gov.uk/jobsearch](https://www.gov.uk/jobsearch) is the Government’s website allowing you to search for current vacancies by region and by sector. It covers all levels of opportunities from unskilled to highly specialised senior roles. You can also find your local job centre using this website and listings of local jobs.
Prospects.ac.uk is the UK’s graduate opportunities site that offers online careers advice and information plus full listings of graduate level opportunities and internships throughout the UK and across all sectors.

Other useful websites, sources of help and information

GoinGlobal via the Careers website: use the search term ‘Cambridge’ Country ‘UK’
Cambridgeonline.org.uk has links to a range of websites directly and indirectly related to business, employment and living in Cambridge. Also lists other sources and providers of help including a section on Adult Education.

jobs.cam.ac.uk for a full listing of current vacancies in Cambridge University and Colleges.

cambridgeshirechamber.co.uk is the website for Cambridgeshire’s Chamber of Commerce. A not-for-profit membership organisation offering networking events, exhibitions, advice and training for the business community in the region.

visitcambridge.org – tourist information, events, hotels, travel and transport.

Sources of information by industry/employment sector

(1) Entrepreneurs and setting up a business - The Centre for Entrepreneurial Learning (CfEL) “spreads the spirit of enterprise” by providing educational activities to inspire and build skills in the practice of entrepreneurship. CfEL is a not-for-profit organisation based at Cambridge Judge Business School, one of the departments of the University of Cambridge’s School of Technology. CfEL’s programmes range from elective modules in University of Cambridge undergraduate and postgraduate programmes to open programmes for aspiring entrepreneurs such as Enterprise Tuesday, Ignite and enterprisers.
Visit their website: http://www.jbs.cam.ac.uk/entrepreneurship/about-the-entrepreneurship-centre
The Cambridge Hub co-ordinate funding, training and advice for those setting up ‘Social Enterprises’.
Cambridge University Careers Service advertises thousands of vacancies each year including both national and local vacancies. A proportion of these only appear here. Registered users can view them online by visiting our website and going to the Vacancies and Opportunities section – there you can search for Cambridge vacancies under ‘Region’ and then ‘Cambridge’ and save the search and have new related opportunities emailed to your inbox. Use the past vacancy listings to find recently active employers in order to make speculative applications.

The Careers Library at the Careers Service contains:

1. Open access files with a number of Cambridge employers containing reference information, press cuttings etc.

2. ‘GradLinks’ in the Cambridge area - a database of Cambridge alumni who have offered to help on an informal basis with information about what they themselves do. This can be accessed by registered users on our website.

3. Copies of the Cambridge Evening News

4. Plus sign up online to CamCareers, our email based information service for Cambridge University students and graduates. This enables us to send you up-to-the-minute information about events, deadlines, new publications, courses and useful websites.

The Careers Service also takes national and local newspapers on a daily basis, and has a large reference library of employer information, reference books and directories.
(3) National Media

Specialist journals e.g. The Times Educational Supplement, The Economist, etc. and the national press are important sources for graduate-level jobs arising in the Cambridgeshire area.

(4) Specific Professional Directories

For Example:

* Charity Choice UK
* The Voluntary Agencies Directory (book only)
* Writers’ and Artists’ Yearbook
* The Association for Qualitative Research AQR
* The Bar Directory
* Wild Pages: Film makers’ resource guide

* = reference copies available at the Careers Service

(5) Networking and Personal Contacts

Talk to friends who may have useful contacts, or may know of someone who is leaving a job and needs replacing. An enormous number of vacancies are now filled in this way, without ever being advertised.

Use the GradLink alumni database on our website. GradLink can put you in touch with 1600+ Cambridge graduates working in a variety of careers, some of whom are based in Cambridge.

Specific Career Sectors

(1) Computers/Technology

Cambridge Science Park - Cambridge Science Park is one of the most successful in the country, and is home to more than 100 firms. Website: www.cambridgesciencepark.co.uk

Cam Connect - An annual event held by Cambridge University Careers Service. The chance to meet a range of Cambridge-based high technology firms, from brand new start-ups to established major players. Usually held in February each year at the University Centre.
St John’s Innovation Centre - another technology site with links to a University College housing around 50 firms.
www.stjohns.co.uk

Cambridge Computer Lab Ring - around 240 companies, ranging from the very small to the large, which actively support teaching or research in the Computer Laboratory.
www.cl.cam.ac.uk/ring/

Cambridge Network - a company set up in 1998 to promote “Silicon Fen”, a useful list of several hundred employers and employment agencies mainly in the IT, science, and professional sectors.
www.cambridgenetwork.co.uk

(2) Research Establishments

Many research establishments exist in the Cambridge area, a considerable number of them funded by Cambridge University or by government research councils. Opportunities sometimes arise to do a research project leading to a higher degree. These are usually advertised in the national press or in scientific periodicals such as New Scientist or Nature. Enquiries about grants for specific projects should be addressed to the potential supervisor of the project or to the head of department.

Examples of the larger institutions are:

- Babraham Institute, www.babraham.ac.uk
- British Antarctic Survey, www.bas.ac.uk
- Cambridge Biomedical Campus, cambridge-biomedical.com
- Cavendish Laboratory; www.phy.cam.ac.uk

The website www.jobs.ac.uk carries vacancies in academia and administrative roles as they appear throughout the region’s 10 universities and all Colleges.

(3) Teaching and Education

In Cambridgeshire, there are 250 schools, including 201 infant, first, junior and primary schools and 30 middle and secondary schools. The concentration of academics in Cambridge makes for strong competition for teaching posts in the Cambridge area, though the
situation is slightly easier elsewhere in the county. For information about finding teaching vacancies in Cambridgeshire, look at the Cambridgeshire County Council website: www.cambridgeshire.gov.uk/jobs then search for ‘careers in schools’. Education Personnel Management (EPM) advertises a large number of vacancies within schools in the Cambridgeshire area, see www.epm.co.uk

Arranging teaching experience in local schools: www.education.gov.uk/get-into-teaching

The main source for teaching vacancies is the Times Educational Supplement TES: www.tes.co.uk/jobs

Language Schools in the Cambridge Area

You can find a list of language schools in Cambridge linked from www.visitcambridge.org
Several employ hosts and tutors throughout the summer.

For listings of independent schools in the area check the Independent Schools Council - ‘find a school’ www.isc.co.uk

(4) Museums and Libraries

There are many libraries and museums in the area. The County Museums Office is responsible for the county’s museums. It is based at Cambridgeshire County Council, ELH 1104, Castle Court, Shire Hall, Cambridge, CB3 0AP. Check information on museums at cambridgeshire.gov.uk

The ‘Museums & Galleries Yearbook’ gives details of the numerous museums in Cambridge itself, including those which are attached to the University.
Vacancies for museum work are advertised on the website http://www.museumsassociation.org/

The **Cambridgeshire Library and Information Service** deals with enquiries about public libraries, http://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/libraries
The University’s faculty libraries and the main University Library (one of the three copyright libraries in England) may advertise vacancies at www.cam.ac.uk/museums-and-collections. Also check department websites and look at the job opportunities page on www.cam.ac.uk

(5) Accountancy

Cambridge has, for its size, a large number of accountancy firms with offices in the city, often as bases for the Eastern region. The bigger firms have quite large offices in Cambridge: PwC, Deloitte, KPMG and EY. The following sizeable firms also have local offices: Peters Elworthy & Moore, Price Bailey, BDO LLP and Grant Thornton.

The **Official ICAEW Directory of Firms East England** provides a list of all firms in our region. (Institute of Chartered Accountants in England and Wales) www.icaew.co.uk

(6) Solicitors and Barristers

Cambridgeshire has several large local firms and local offices of national law firms. In Cambridge there are Barr Ellison; Birketts; Eversheds; Hewitsons; Irwin Mitchell; Kennedys; Mills & Reeve; Penningtons Manches; Taylor Vinters; Taylor Wessing, Tees Law, and of course many smaller firms.

There is also a set of Barristers Chambers in Cambridge: Fenners Chambers.

See the Law Society website for regional lists of firms.

Opportunities sometimes arise for legal work within **Cambridgeshire County Council** (Shire Hall, Cambridge CB3 0AP)
(7) Patent Agents

Firms with offices in Cambridge include Boult Wade Tennant; J A Kemp; Marks & Clerk; Mathys & Squire LLP and Reddie & Grose

(8) Publishing

Cambridge is home to numerous, mostly small, and often specialist publishing houses. The largest is Cambridge University Press which produces a wide range of academic, reference and educational material.

www.cambridge.org

Smaller specialist firms can be found on the Careers Website search under ‘Vacancies & Opportunities’.

(9) Public Services

Cambridgeshire County Council advertises job vacancies within the authority on their website, including a graduate recruitment section.

www.cambridgeshire.gov.uk

The City Council website also lists vacancies: www.cambridge.gov.uk

Health Service

Vacancies in hospitals and health management tend to be part of national graduate training schemes, or advertised on an ad hoc basis by autonomous NHS trusts and health authorities. For NHS positions in Cambridgeshire, including Cambridge University Hospitals, look at the website www.cuh.healthjobsuk.com
(10) Large Local Employers

Cambridge University and Colleges

Cambridge University is the largest individual employer in Cambridge. Check the University website www.jobs.cam.ac.uk

Cambridge University employs some 3,000 assistant staff ranging from technicians and library and museum staff to cleaners and maintenance staff. Graduates can, of course, be considered for these jobs, though a degree is seldom necessary. Recruitment is sometimes carried out by the individual departments, and sometimes by the Human Resources Division (The Old Schools, Trinity Lane, Cambridge CB2 1TT). For temporary work in the University check out the Temporary Employment Service links from the University’s job page www.jobs.cam.ac.uk

The Colleges are independent institutions and do their own recruiting. They rarely have vacancies at a level between academic appointments and clerical work. Lists of the colleges can be found on the website www.cam.ac.uk

The following examination boards sometimes have vacancies for administrative or computer staff:
Cambridge Assessment (previously University of Cambridge Local Examinations Syndicate),
www.cambridgeassessment.org.uk

Anglia Ruskin University:
www.anglia.ac.uk/jobs

(11) Retail

Cambridge has two thriving retail centres
The Grafton Centre: www.graftoncentre.co.uk
The Grand Arcade with 60 retail outlets: www.grandarcade.co.uk

(12) Voluntary Agencies & Development Work

Whilst studying at Cambridge and interested in doing voluntary work visit the University’s Public Engagement website: http://www.cam.ac.uk/public-engagement for details about volunteering opportunities.

Join the student society Cambridge Hub, see www.cambridgehub.org

Information for other voluntary work may be obtained from the following centres:

The Cambridge Volunteer Centre
Website: www.cambridgecvs.org.uk

Cambridge and District Citizens Advice
Website: www.cambridgecab.org.uk

Student Community Action (SCA) www.cambridgesca.org.uk

Development & Environmental Work

Local Organisations include:

ACRE Cambridgeshire www.cambsacre.org.uk

Aptivate www.aptivate.org

Birdlife International www.birdlife.org

Camfed UK www.camfed.org

Camvol www.camvol.org

Concordis International www.concordis.international

Engineers Without Borders www.ewb-uk.org
Green Energy Options  www.gotogther.com

International Union for Conservation of Nature  www.iucn.org

Papworth Trust  www.papworthtrust.org.uk

Rand Europe Community Interest Company (CIC)  www.rand.org/randeurope

SOS Children’s Villages UK  www.sos-childrensvillages.org

UNEP WCMC (World Conservation Monitoring Centre)  www.unep-wcmc.org

Cambridge-based organisations regularly recruiting

42 Technology Ltd  Innovia Technology
Abcam  Isogenica
Academy of Ancient Music  Jagex Games Studio
Addenbrooke’s Hospital  Johnson Matthey
Analysys Mason  Marshall Aerospace
Aptivate  MathWorks
Arm  MedImmune
Arthur D Little  Midsummer Energy
Astra Zeneca  Mott MacDonald
Autonomy Systems Ltd  PA Consulting Group
Axol Bioscience  PLOS
Base 4 Innovation  Rand Europe
BGL Group  Real VNC
Boult Wade & Tennant  Red Gate Software Ltd
Bromium UK  Royal Society of Chemistry
| Cambridge Capital Partners               | Sagentia                           |
| Cambridge City Council                  | Schlumberger                        |
| Cambridge Colleges                     | Sensor Hut                          |
| Cambridge Consultants                   | Spiral Software                     |
| Cambridge County Council               | Spiral Software                     |
| Cambridge Environmental Research       | Starleaf                            |
| Consultants                             |                                    |
| Cambridge Silicon Radio                 | TTP Group                           |
| Cambridge University Press             | United Nations Environment Programme |
| Camfed                                  |                                    |
| Cantab Capital Partners                 | University of Cambridge             |
| Costello Medical Consulting             | Willis Towers Watson                |
| Granta Design                           | Xcelerate Group                     |