

MANOR ROYAL BID CAREER FAIR 2024

Careers for the Future!

EXHIBITORS INFORMATION

Thursday 18th April 2024 10:00 – 14:00
Crawley Town Football Club
Broadfield Stadium, Winfield Way, Crawley. RH11 9RX

We are delighted that you will be joining us on **Thursday 18th April** at the Manor Royal BID Careers Fair in partnership with **Job Centre Plus** and supported by **LoveLocalJobs.com** and **Crawley College**. We are excited about the event and the amazing job opportunities you have to offer the local community.

The event allows you to connect with a diverse and highly qualified pool of job seekers and showcase the opportunities that your organization has to offer.

Colleagues are on hand to help and assist on the day so if there is anything we can do to support please do not hesitate to ask.

This guide contains all the information you need to prepare and host a successful and informative event.

The Fair is FREE to exhibitors and is exclusive for employers based in the Manor Royal Business District. Public and private sector BID partners have also been invited.

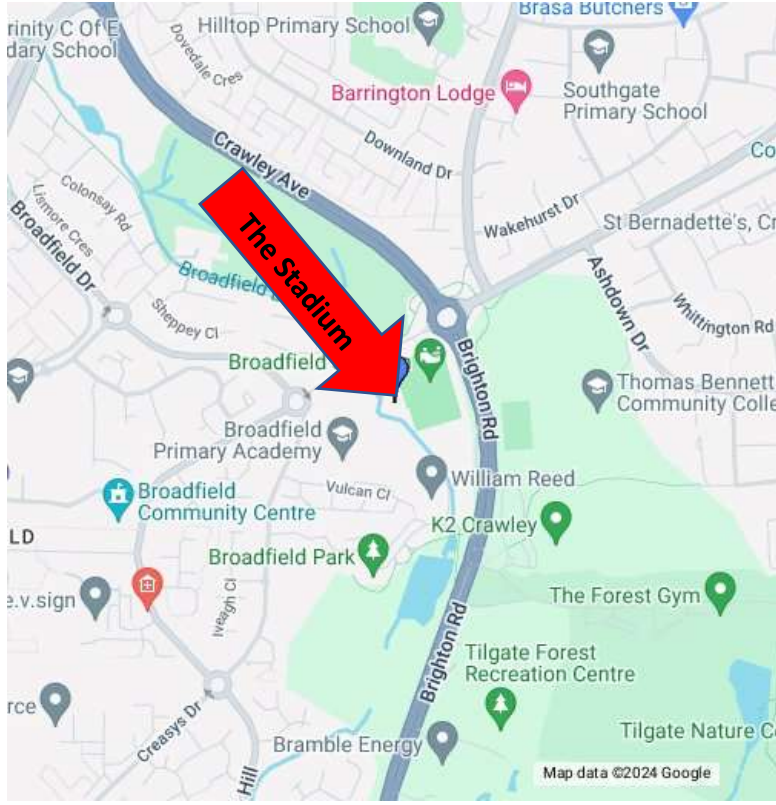
By attending, you will benefit from:

- Peer-to-Peer Networking
- Access to a Diverse Candidate Pool
- Face-to-Face Interaction
- Showcasing Your Company Culture
- Brand Visibility and Awareness
- Networking Opportunities

The Venue

Crawley Town Football Club, Broadfield Stadium, Winfield Way, Crawley. RH11 9RX

The event will be taking place in the Mayo Wynne Baxter Suite.



Getting to Crawley Town Football Club

Driving

Crawley Town Football Club, Broadfield Stadium, Winfield Way, Crawley. RH11 9RX

Exit the M23 at the Pease Pottage, junction 11. Take the third exit (see brown sign for Stadium) and the ground is on your left at the bottom of Brighton Road, approx. 2 mins from the M23 junction.

Parking

There is ample parking available at the Stadium for Exhibitors. Accessible parking is available at the Stadium for those that need it.

Arriving by Train

Crawley Train Station is the closest to the Broadfield Stadium, but you can also get there from Three Bridges or Gatwick Airport stations.

There is a taxi rank outside Crawley and Three Bridges stations, some of which are wheelchair accessible, you will be charged by the mile.

Arriving by Bus

The Stadium is easily accessible by bus from all over Crawley and many parts of Sussex and Surrey. Buses stop right outside the entrance to the car park.

Fastway 10 serves the Stadium every seven minutes and drops you right outside. There are 12 buses an hour which go past the Stadium so you will never have to wait long for a service. You can upload a timetable [here](#)

Fastway 20 (Gatwick South Terminal only) serves the Stadium every 20 minutes. You can upload a Fastway timetable for routes to the Stadium [here](#)

Routes 271 & 273 now provide an hourly direct service from Brighton, stopping near the stadium on the A23.

All Fastway buses are wheelchair accessible.

Setting up and breaking down

On the day, you can set up your stand from 9:15 am. Please ensure your stand is ready by 9:45 am with all packaging out of the way of corridors and walking areas. Please ensure all exhibition equipment and materials are removed from the premises by 2:30 pm.

ALL waste must be removed from the site following the event. Please note that any goods or miscellaneous items left on site will be treated as abandoned and disposed of accordingly.

Obstruction/Gangways

All gangways must always remain unobstructed and accessible. Any exhibitor who has too much stock to fit onto their stand, or packaging materials should make adequate arrangements to hold the excess in their vehicles.

Helping you to ensure the day has benefits and is a success.

Social Media flyer

A social media asset has been supplied as a separate attachment and we would encourage you to use it to help promote the event and improve the chances of great visitor footfall on the day.

Boost your visibility at this event by sharing it on your website and social media platforms. Spread the word and attract more attendees.



**Find Your Future
on Manor Royal**

MANOR ROYAL
BUSINESS DISTRICT
CRAWLEY & GATWICK
Career Fair

Thurs 18 April 10am-2pm
Crawley Town Football Club

- Connect with professionals, employers, and companies.
- A variety of roles available, from admin to project manager.
- A range of employers and sectors, from accounting to warehouse.
- Interviews available on the day.

DWP flyer

Job Centre Plus provide employers with a range of tools to assist with recruitment needs.



Jobcentre Plus support for employers – quick guide

A recruitment, advice and tailored service supporting employers to grow and develop their business

Recruitment service – filling your vacancies

Our network of local Employer Advisers help you find the right people for your jobs. They work with you to fill your vacancies using the most suitable recruitment solution, including:

- help with job descriptions
- speeding up your recruitment process
- promoting your vacancies in local Jobcentres and on our social media
- use of Jobcentre Plus offices for interviews (where available) and local recruitment events
- planning future recruitments
- Find a job – a free online jobs site

© Contact your local Jobcentre Plus Employer Adviser

Jo Semark or Kathy Gallie-Gasson

© Call **07741 608229**

© email **gatwickdiamond.eas@dwp.gov.uk**

© Alternatively contact the Employer Services Line using the [online enquiry form](#) or by phone on 0800 189 0178

For more detailed information scan or click the QR code to visit Jobcentre Plus help for recruiters



www.gov.uk/jobcentre-plus-help-for-recruiters

Find a job

Advertise your jobs on our free online jobs site visited by thousands of employers and jobseekers each week.



www.gov.uk/find-a-job

jobcentreplus

Part of the Department
for Work and Pensions

JCP209

Manor Royal Vacancy Template

To help us to promote your current job openings before the event we encourage you to complete the Manor Royal Vacancy Template - shown below and supplied as a separate attachment. This will help to increase your chances of finding the right candidates for your organization. We will also make sure that the information is displayed at the event on the "Manor Royal Jobs Wall" all attendees to see.

If you don't have the time to complete the template, please let us have list of job titles of the sort of jobs you are currently recruiting for and promoting on the day.

Vacancy



Job Title: Example

Location: Example

Contract: Perm/Contracted hours/ Fullpart time hours?

Salary: Example

About Us:

Example

Job Description:

Example

Essential Requirements:

Example

Desirable Requirements:

Example

Apply: Example

Wi-Fi

A Wi-Fi code will be made available to you on the day should you need it.

Toilets

The facilities are available on the same floor as the main event room, just along the corridor.

Fire Safety



No fire tests are expected on the day, but if the alarm does sound, please make your way to the nearest Fire Exit that are clearly marked off of the main event room. Please make yourself familiar with these on arrival.

Catering

Complimentary tea, coffee, water, and pastries will be provided at the event. Vegetarian, vegan and gluten-free options will be available (as requested). These will be made available in the private kitchen located off the main event room for use by exhibitors only.

Contacts

If you have any questions or queries, please don't hesitate to contact the BID team below:

Chris Oxlade – Marketing Lead chris@manorroyal.org / 07710 900 813

Or

Steve Sawyer – Executive Director steve@manorroyal.org / 07881 514 656

DELEGATE LIST

If you spot someone **not** on the list that should be, do email info@manorroyal.org

First Name	Surname	Company
Emma	Thompson	Best Connection
Paul	Bicknell	BT Local Business Crawley
Ciara	Williams	Chichester College Group
Laura	Pollard	Civil Aviation Authority
Ana-Maria	Dolby Rodriguez	Crawley Borough Council Employ Crawley
Katie	ball	dnata catering uk
Sally	Osmond	Frontier Pitts
Kelly	Long	Job Centre Plus
Claire	Beech	LoveLocalJobs.com
Saima	Qureshi	National Careers Service
Shannon	Stephens	People's Partnership
Katie	Bowden	Rossetts Commercials Mercedes-Benz
Charlotte	Sumner	Southeast Coast Ambulance Service
Gary	Robertson	Staffing Match (Johnsoni)
Shirley	Holmes	Sussex Police and Surrey Police
Jacqui	Amos	Tokyo Electron Europe Ltd
Josh	Martin	Vivisol UK
Pam	Sahota	Volution Group
Janet	shields	Vulcan Ellis
Sean	Mason	Welland Medical
Josephine	Rowe	West Sussex County Council
Deborah	Gatton	Sussex Police

Thank you for supporting this Manor Royal BID event.

Click here to see our full events calendar www.manorroyal.org/events