



ST. JAMES'S PLACE
WEALTH MANAGEMENT

Career Insights @ SJP

www.sjp.co.uk/careers



Life during Covid-19



Here at SJP we are very proud of our early careers offering. We believe bringing young talent into the business is a way for SJP to continually grow and modernise with new ideas and fresh eyes. These uncertain times are having an impact on students and career plans and SJP are committed to supporting students during this time.

Covid hasn't stopped SJP recruiting any of our Early Careers population. We have held all our Assessment Centres and interviews virtually and our 2020 cohort for Apprentices, Graduates and Year Placements are joining us in September.

We will also be hosting a virtual Work Experience Week during October 2020 – further details will follow.

Overview of SJP Early Career Opportunities



- Apprenticeships
- Rotational Graduate Programme
- Specialist Graduate Programme
- Internships
- Year Placements

Apprenticeships



- Designed for sixth form or above
- Programme for 1 year with a clear development pathway over 2-5 years
- GCSE in English and Maths (Grade C/4); 2 'A' Levels or equivalent (BTec)
- Applications open December 2020 for a September 2021 start date
- Tailored one week residential induction, achieving the Duke of Edinburgh Gold Award, co-ordinating the Summer Foundation Event, Personal Development Programme and a personal Buddy

Apprentices are recruited into various roles within the business and are supported centrally for up to 12 months. Along with an attractive salary plus all employee benefits, apprentices will complete a qualification relevant to their department and job role receiving a comprehensive training programme plus on the job training to develop their soft skills. This enables them to quickly gain the necessary experience and know-how to add real value and, in turn, establish a true sense of achievement.

Duke of Edinburgh Award - Gold



All of our Apprentices undertake the Gold DofE during their first 18 months at SJP

- It develops their leadership skills early in their career
- Resilience is very difficult to teach but the DofE is a great way for our apprentices to understand their resilience levels
- It increases confidence, teamwork and self-awareness
- The volunteering section of the DofE aligns with our SJP values of giving back
- The skills section is covered by SJP through a programme of soft skills training that takes place during their first year of employment



Rotational Graduate Programme



- Welcome graduates who have completed a degree and are looking for a career in the financial sector.
- 3 year programme, six 6 month rotational placements
- Successful completion of degree
- Applications open October – November with a September start date
- Tailored one week induction, workshops and training to develop soft skills, support towards a professional qualification, exposure to senior management, including a Senior Sponsor. Summer Foundation Event.

The rotational programme is designed to give you structured development that will allow you to develop as an individual whilst gaining a professional qualification. You will have a dedicated programme manager who will support your needs and identify suitable placements across multiple divisions ensuring you complete our programme into a desired role aligned to your interests and career aspirations.

For the UK programme, graduates will start their experience in our head office, in Cirencester, and complete six rotations around the business, including opportunities at our growing number of locations across the UK. The programme is designed to give you a breadth of experience and exposure to key stakeholders, whilst contributing to business activities. As you take your first step onto the career ladder, the programme will help you develop as an individual and give you an understanding of your working style.

Specialist Graduate Programme



- Individuals wishing to pursue a career in the financial sector. Previous work experience accepted.
- Specific area role permanent
- Specific qualification, potential degree aligned to department
- Applications are on a rolling basis throughout the academic year
- Personal Development Plan, training and workshops, permanent contract, full support and funding towards achieving a professional qualification or accreditation, specific degree type may be preferred

We want to work with people who can bring a unique approach to how they work, and that is why we also offer graduates to join us as specialists.

Graduates with a keen interest in a particular area of the business can join us to start their career within a specialised field and study a qualification aligned to their area of expertise. We support our specialists with a mentor and dedicated programme manager, committed to helping all our graduates achieve their development goals

Internships



- Upper 6th form studying towards achieving your A-Level (or equivalent exams) or be an undergraduate in your second year of university
- 4 week for A-Level students or 8 weeks for Undergraduate students over the Summer
- GCSE in English and Maths (Grade C/4)
- Applications open February –March 2021 for a Summer start
- Paid opportunity offering an insight into the financial sector

Our summer internship programme is a paid opportunity that offers students an insight into the financial sector in a highly successful FTSE 100 company.

As a summer intern you will gain exposure to the working environment and have an opportunity to network as part of an inclusive team while completing a daily role and working on ad-hoc projects during your time with us.

Year Placement



- Placements typically tend to be candidates who have a sandwich year as part of their course.
- Two 6 month placements based in Cirencester.
- Currently at University and part of their degree.
- Applications open October – November 2021
- Tailored one week induction, workshops and training to develop soft skills, support towards a professional qualification, exposure to senior management. Summer Foundation Event.

This programme is designed to give undergraduate students the opportunity to transfer skills learnt from university, whilst gaining practical experience of the world of work and contributing to projects and initiatives that will have a real impact on our business.

Based from our head office in Cirencester, your programme will typically start in July and you will complete two rotations around the business.

SJP – The Employer



- At SJP we are an inclusive employer who aims to provide employment based on ability, drive, ambition and values
- In 2020 we became Level 3 Disability Committed Employers and Disability Confident Employers.
- We are active members of the Early Career workstream of the Diversity Project, Early Careers Workstream, Mental Health Workstream and Disability Workstream. This organisation is working hard to remove the barriers to a more diverse workforce within the Finance industry.
- Our employees are the most valuable asset to SJP and so we invest in our employees through continual training opportunities and an attractive benefits package
- Our Corporate Responsibility and Foundation charity are core to the business. Every member of staff is proud of how we give back both locally and globally and get involved in the volunteering and fundraising activities throughout the year.

How to present your CV



Contact details

Name (use known as), email address, mobile number,
LinkedIn profile, home address

Chronological CV

Personal Profile

Key skills, achievements or competencies

Career History

Qualifications, training and education

Personal Information

CV Writing



An employer reading a lot of CVs will read the first 25% of your CV and if it has captured their attention, decide whether to read on or not in detail so grabbing their attention is key.

Any work related experience whether paid or unpaid is also so relevant to highlight.

Your personal profile should be 4-6 sentences and really punchy. Don't tell us you are a student studying.... We can read that for ourselves later on in your CV. This is where you need to really sell your skills and abilities by putting as many transferrable skills as you can in one sentence.

Don't use the following words - ***believe, true, think***- as they add an element of doubt to your sentence. Every word needs to add value.

Transferrable skills list – mind map what applies to you and ensure you are adding value in every sentence.

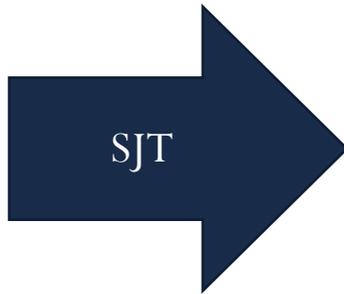
Your education is a given, still needs to be shown but it is more important to demonstrate your personal profile and key skills and achievements at the top of your CV – ***remember the top 25%***!

And don't hide something really important in the personal information section at the end – we would love to hear you've been a hot air balloon pilot or skydived!

Application Process



Find a vacancy you think is suited to you and apply. Could involve writing a cover letter.



Situational Judgement Tests are designed to see how you react in business situations.



Treat this like a regular interview.



Key aspect of application processes. Variety of tasks to shine on the day.



This could be formal or an informal chat.

How to apply

APPLY EARLY
AND ALLOW YOURSELF
SUFFICIENT TIME TO
COMPLETE THE PROCESS



- On-line application with CV – apply early as businesses may close early if have reached capacity for applications. Ask at least two people to read your CV before you submit it as you may not notice small errors. You would do yourself a disservice if you do not declare any disabilities you have as it would not affect your application and adjustments would not be made for you during the application/assessment process.
- SJT - Some student withdraw themselves at this stage as they are unsure what an SJT is. You are simply asked a series of questions on how you would react to a business situation. Don't over think it, be true to yourself and answer honestly.
- Video interview – treat like a normal interview, dress appropriately, practise talking to yourself and what you want to say, find a quiet place to complete the interview, give yourself time, don't try and squeeze this in between lectures. Eye contact is still very important, introduce yourself at the start, answer specific questions, pause before you press record to think about what you want to say. Write key information you may want to remember on a post it note and put it slightly to the left or right of the camera so you can glance at it while maintaining eye contact.
- Assessment centre – face to face interview (Usually based on your CV) group exercise, written exercise, analysis & presentation – many elements to ensure everyone has the chance to shine. Don't let one part put you off, look forward and don't dwell on an area you don't feel you did well at.
- Final interview – usually with a Senior Manager. This is more personality based and you may get asked a strange question. This is not to catch you out but to see your sense on humour, adaptability and ability to cope with a curve ball.
- Three things an employer want to know about you:
 1. What are your passions
 2. Prove you really want to work for them and have done your research
 3. What you can bring to the table
- Make sure you research before any interview, don't just look at a home page, have a good look at their website as something will capture your imagination and you can talk about this during your interview demonstrating all three of the above.

Listen and Understand



Listen to the question first before you jump in and respond, it may have two parts to it so make sure you answer both bits.

Maintain eye contact, sit with your hands in your lap and with your body leaning forward. This shows you are engaged. If you have a nervous give away, like playing with your hair or jiggling your knee, tie your hair up or cross your ankles under your chair to remove this temptation. Your answers may be confident but your nervous habit may give tell a different story.

Don't be afraid to ask for clarity if you are unsure what they are asking – shows you are listening and confident enough to ask and time to consider your answer

Don't assume you know what personality the employer is looking for. Be yourself – if you don't get the role, you may be frustrated that if you had been yourself you may have got the position. If you try to be what you assume they are looking for you will not be able to maintain this behaviour all day and will then appear inauthentic.

If they ask what your development areas are, turn this into a positive: i.e. I worry if I don't have something to worry about. However, this means I have great attention to detail and tend to think ahead to ensure nothing is overlooked.

Group Exercises



Remain authentic to yourself.

Assign yourself a task during the group exercise. Each role is equally important, you don't have to lead the group to be noticed, but don't remove yourself from the debate

- Timekeeper – helps to move the project along
- Person who writes on flip chart – helps to summarise the debate
- Project manager – leads the team and ensures everyone's strengths are used for the good of the team
- Budget manager – can introduce key information from the brief that is relevant to the assignment
- Creative person – can suggest marketing approaches or innovative ideas

Be sure to include others in the discussion. If you notice someone has not spoken, be the person who asks for their opinion.

Don't be modest, be heard, but don't be dismissive or talk over others

If two people talk at once, that is ok, it happens. If the other person backs down and lets you speak, be sure to apologise afterwards and invite them to make their point.

Don't back down too easily if someone is being dominant, show resilience but in a nice way.

Finally



We would like to wish you every success in your future endeavours

Please email early.careers@sjp.co.uk
if you have any questions, we will be happy to help

The Early Careers Team