# Activity: Current and emerging job and volunteering roles around local area and beyond

**In Australia, jobs exist in a variety of "*industry sectors*":**

1. **Private sector** – includes small, medium and large companies. They make a profit by selling goods and or services. For example: mining companies, utility providers, aged care and child care centres, supermarkets, takeaway food shops, restaurants, hairdressers.

2. **The public sector** – has three levels:
   a. **Commonwealth Government**: make policy and funding decisions. They also run organisations such as Centrelink, Immigration Border Control, and Aged Care etc.
   b. **State Government**: delivery services at a state level. These include education, welfare, hospitals, health, child protection, environmental services, prisons etc.
   c. **Local Government:** delivery of services at local level. These include collection of rubbish, road maintenance, libraries etc.

3. **Not for profit sector**: large, medium and small sized organisations, charities and foundations

Each sector has *occupational streams* *and* have a range of job types advertised for each. These jobs include both skilled and unskilled requirements.

The three levels of government (collectively known as the public sector) have committed "jobs portals." These are known as online "hubs" where jobs are advertised. People who use a computer or a smart phone can register for email alerts of jobs that might be of interest.

**Commonwealth government**:

- https://www.apsjobs.gov.au/

**State government:**

- https://iworkfor.sa.gov.au/;
- https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/careers+at+sa+health

**Local government:**

- http://www.lga.sa.gov.au/careersincouncil;

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**TASK – PART A:**

1. In small groups list in Column 1 any *current local job opportunities* as you can think of
2. Then consider *emerging local job opportunities* and list these in Column 2.
3. Next consider *current or emerging local volunteering opportunities* and list these in Column 3.
4. Now, think about current or emerging job opportunities – in other parts of South Australia or beyond. List any that you've heard about or know about in Column 4.

| 1. Current local job opportunities | 2. Emerging local job opportunities | 3. Current or emerging local volunteering roles | 4. Current or emerging job opportunities – in other part of South Australia or beyond |
|---|---|---|---|
| ***Example:*** Casual roles at XXX silos –or at YYY winery at harvest – generally between months of _____and _____ | ***Example:*** New factory being planned to be built on outskirts of town – due to be complete by mid-year_____ | ***Example:*** Aged care XYZ currently advertising for people to visit socially isolated residents. | ***Example:*** A new Aldi supermarket is being built in an adjacent town. |
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**TASK – PART B – About Personal Goal Setting**

Goals provide a sense of direction, motivation, a clear focus, and clarify importance. By setting goals, you are providing yourself with a target to aim for. A SMART goal can help guide goal setting. SMART stands for: **S**pecific, Measurable, **A**chievable, **R**ealistic, and **T**imely. They help focus effort and increase the chances of success. Use the information from page two to set personal goals related to searching for a job or volunteering role.

Often, people themselves up for failure by setting general and unrealistic goals such as "I want to be the best at X." This goal is vague with no sense of direction. The SMART method helps push you further, gives you a sense of direction, and helps you organise and reach your goals. Goal setting involves effort - so planning to reward yourself is also useful!

**SMART goals are:**

- **S**pecific: Well defined, clear, and unambiguous
- **M**easurable: With specific criteria that measure your progress towards the accomplishment of the goal
- **A**chievable: Attainable and not impossible to achieve
- **R**ealistic: Within reach, realistic, and relevant to your life purpose
- **T**imely: With a clearly defined timeline, including start and end dates - to create urgency.

**S**MART **Goal – Specific**

Specific goals have a greater chance of success, so consider the five "W" questions:

1. **Who**: Who is involved in this goal?
2. **What:** What do I want to accomplish?
3. **Where:** Where will I do this?
4. **When:** When do I want to achieve this goal?
5. **Why:** Why do I want to achieve this goal?

For example, a general goal would be "I want to get fit" A more specific goal would be "I want to start walking to my local community centre twice a week to be healthier."

S**M**ART **Goal – Measurable**

A SMART goal must have criteria to measure progress. If there are no criteria, you will not be able to determine if you are on track to reach your goal. To make a goal measurable, **ask yourself**:

1. **How many/much?**
2. **How do I know** if I have reached my goal?
3. **What** is my indicator of progress?

For example, building on the specific goal above: I want to start walking to my local community centre twice a week to be healthier." I will know I'm making progress when my favourite jeans fit again.

SM**A**RT **Goal – Achievable**

A SMART goal must be achievable. This will help you to work out ways you can realise that goal and work towards it. You may need to stretch to make you feel challenged, but have a goal that is defined well enough that you can actually achieve it. **Ask yourself:**

1. Do I have the resources and capabilities to achieve the goal? If not, what am I missing?
2. Have others done it successfully before?

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**TASK – PART B – Personal Goal Setting**

SMA**RT Goal – Realistic**

A SMART goal must be realistic. This means that it is possible with the available resources and time. A SMART goal is likely realistic if you believe that it can be accomplished. **Ask yourself:**

1. Is the goal realistic and within reach?
2. Is the goal possible- given the time and resources?
3. Are you able to commit to achieving the goal?

SMAR**T Goal – Timely**

A SMART goal must be time-bound in that it has a start and finish date. If the goal is not time constrained, there will be no sense of urgency and motivation to achieve the goal. **Ask yourself:**

1. Does my goal have a deadline?
2. By when do you want to achieve your goal?

For example, building on the goal above: On October 1, I will start walking to the community centre. First, I will need to find my comfortable shoes. Every week, I will aim to get fitter. By the end of November, I will have realised my goal if I can get to the centre in less than fifteen minutes.

5. **Look back at the list of three jobs that you identified in an earlier session, or have thought about in the past, as jobs of interest. Write one or two here….**
   ……
6. Do these current or emerging opportunities line up with your job search plans? If yes, how?
   ……
7. Try writing some SMART goals below….

**My SMART goal one:**

**I will**……by……

I will **know that I am making progress** when……

I will **know that I have reached my goal** when……

I will **reward myself** along the way by……

**My SMART goal two:**

**I will**……by……

I will **know that I am making progress** when……

I will **know that I have reached my goal** when……

I will **reward myself** along the way by……

8. Note below who you might need to **talk to**, or what you might need to **find out** to help you to plan for success.

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