


BUILD FORCE

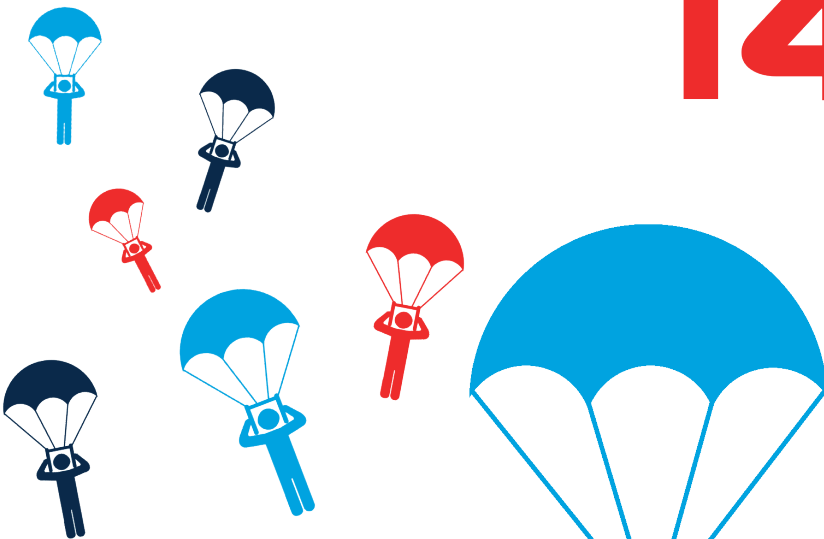
MILITARY SKILLS - CONSTRUCTION CAREERS

INFORMATION PACK

14,000 individuals leave the
Armed Forces every year



14000



2019

Construction needs **224,000**
new recruits by **2019**

Design graphics adapted from CIOB

Connecting Service Leavers and Veterans to Construction Careers

info@buildforce.org.uk

@BuildForceUK
buildforce.org.uk

BuildForce is part-funded by 

WHAT IS BUILDFORCE?

BuildForce is a collaborative, industry-led programme that aims to inspire, engage and enable Service Leavers and Veterans to transition to sustainable employment in the construction industry, and to reduce the skills gap in construction, by connecting the military community to industry employers.

We do this through the UK-wide BuildForce Alliance, which consists of employers, industry bodies, and Armed Forces charities and is part-funded by the CITB (Construction Industry Training Board).

To support individuals looking for careers in construction, BuildForce has created a unique national network of Mentors, drawn from the BuildForce Alliance. These are people who have the experience and passion to help those in the Armed Forces move into the construction industry.



WANT TO GET INVOLVED?

BuildForce has been set up as the 'go to' place for helping anyone in the military find out more and make connections to help them start or progress a rewarding second career in the construction industry.

We encourage industry employers and military-orientated organisations to become part of the BuildForce Alliance by signing up to the BuildForce Charter (on page 6).

Members of the BuildForce Alliance provide people who take on one or more of the following roles to the BuildForce programme: **Ambassadors, Champions and Mentors**. Ambassadors and Champions promote BuildForce and its objectives while Mentors provide 1-2-1 advice and guidance to Service Leavers and Veterans.

Industry employers will appoint a BuildForce Ambassador, BuildForce Champion(s) and BuildForce Mentor from within their organisation. For smaller businesses, one person may take on all roles; larger organisations may have an Ambassador, more than one Champion and many Mentors.

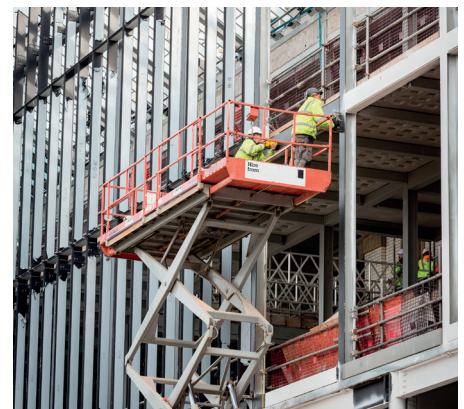
Military organisations such as charities, recruitment organisations and veterans' associations, need only fill the role of BuildForce Champion.

Individuals may also appoint or become BuildForce Mentors. The Mentor's role is to provide advice and guidance to Service Leavers and Veterans and facilitate access to opportunities. BuildForce Mentors may team up with mentoring networks from other stakeholders, such as military charities and resettlement organisations, so that a BuildForce mentor can offer first hand, construction industry-specific advice alongside transition or pastoral advice offered by Alliance supporters.

Please note, that all Mentors need to complete the register form on our website.

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BUILDFORCE ROLES

BUILDFORCE AMBASSADOR

A BuildForce Ambassador promotes BuildForce internally and externally to your organisation.

The BuildForce Ambassador will usually be at Director or Board level and will:

- ▶ Be a senior point of contact for BuildForce.
- ▶ Promote and support BuildForce within your organisation.
- ▶ Provide support for the work of BuildForce Champions within your organization.

BUILDFORCE CHAMPION

A BuildForce Champion will usually be a senior and/ or experienced member of the organization and may have a military background, although this is not essential. An organisation may have any number of Champions.

A BuildForce Champion will:

- ▶ Be the main point of contact for all matters relating to BuildForce.
- ▶ Promote and support participation in BuildForce internally across the business/organisation.
- ▶ Work with BuildForce to meet its aims and objectives.
- ▶ Provide relevant data to BuildForce to help demonstrate success and improve performance.
- ▶ Attend meetings of the BuildForce Alliance Advisory Group.

Industry Champions will also:

- ▶ Identify and make available opportunities for Service Leavers and Veterans to engage with your business, eg site visits, work placements, mock interviews and employment opportunities.
- ▶ Ensure individuals engaging with your business receive ongoing support and mentoring.
- ▶ Ensure your organization provides and maintains an agreed number of BuildForce Mentors.

BUILDFORCE MENTOR

BuildForce Mentors provide advice and guidance for Service Leavers and Veterans interested in a career in construction and facilitate access to opportunities. Mentors work face to face with Service Leavers and Veterans or through remote working. A Mentor can be working at any level within the organisation.

There is limited centralised support for BuildForce Mentors but training (consisting of approx. 1.5 hours online provided by BuildForce training partner Carillion) is available for all Mentors who will be provided with a bespoke BuildForce Mentoring Toolkit.

A BuildForce Mentor will:

- ▶ Provide information, advice and guidance to Service Leavers and Veterans.
- ▶ Offer advice to help individuals tailor their CV, identifying transferable skills relevant to the construction industry.
- ▶ Provide support and candidates engage with opportunities within the organisation, for instance, site visits, work placements, mock interviews and employment vacancies.
- ▶ Continue to provide 1-2-1 mentoring for an agreed period as candidates move into employment or other opportunities.

HOW IT WORKS FOR THE BENEFICIARY (SERVICE LEAVERS & VETERANS)

Step 1 – Registration

Candidates complete our online registration form – one of our team will respond, usually within 48 hours.



Step 2 – Individual assessment

Carillion Training Services (CTS) assessment carried out by phone and/or face to face to discuss requirements and needs. Personal training programme then created.



Step 3 – Mentor allocation

Individual mentors allocated by location and/or area of expertise/interest.



Step 4 – Mentoring process

Mentors provide ongoing support to include advice, guidance, helping to secure interviews, work placements, recommending course/qualifications and providing job opportunities.



Step 5 – Evaluation & feedback

A BuildForce team member will also be available to offer guidance and support through journey into construction employment. A review of progress and outcomes will also be conducted.



HOW TO JOIN THE BUILDFORCE ALLIANCE

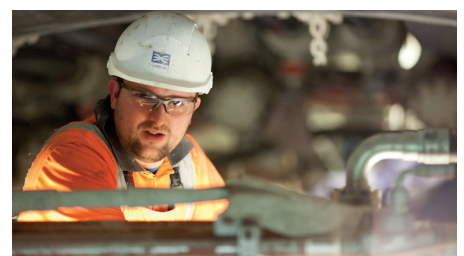
Six easy steps:

1. Register your interest on our website - **buildforce.org.uk/signup**.
2. Identify your BuildForce Ambassador and main point of contact (if industry employer).
3. Identify your BuildForce Champion(s).
4. Identify your BuildForce Mentor(s), ideally as part of an established company mentoring scheme (if appropriate). Register here.
5. Sign the BuildForce Charter (page 6).
6. Email a copy of your logo along with a scanned copy of your signed Charter and contact form (page 6 & 7) to **info@buildforce.org.uk**.



WHAT HAPPENS NEXT?

1. A welcome email is sent to your BuildForce Ambassador/ Champion(s), together with information about how we will work together.
2. Mentors register and receive details of the BuildForce mentoring module.
3. The BuildForce Communications Manager makes contact with your communications lead for BuildForce. Your company logo is added to the BuildForce website.
4. Your mentors will be matched with candidates who are registered with BuildForce.
5. Provide BuildForce with information about what your organisation can offer such as training, work and job placements.



The BUILDFORCE Alliance Charter



BuildForce promotes the construction industry to Service Leavers and Veterans, and connects the military community to construction careers through a UK-wide alliance of employers, industry bodies and charities.

Signing this Charter allows you to become a member of the BuildForce Alliance.

As a BuildForce Alliance member we will:

- Nominate a BuildForce Ambassador, BuildForce Champion(s), and BuildForce Mentor(s) as appropriate.
- Promote BuildForce through our supply chain if appropriate
- Advertise job and work placements opportunities via BuildForce supported organisations such as Career Transition Partnership (CTP)
- Participate in BuildForce communications, add the BuildForce logo, where appropriate to corporate communications
- Contribute to relevant research
- Participate in BuildForce events where possible
- Provide support to the BuildForce career development programme
- Share best practice, success stories and lessons learned
- Attend meetings of the BuildForce Alliance Advisory Group
- Provide quarterly progress updates

*Signed in recognition of our commitment to the **BuildForce Alliance***

Name: _____

Organisation: _____

Title: _____

Date: _____

YOUR BUILDFORCE TEAM CONTACT DETAILS

Please complete the form below, scan and email to info@buildforce.org.uk, along with your signed charter and logo, so that we are able to directly contact members of your BuildForce team.

The **BuildForce Ambassador** for: *[name of organisation]*

Ambassador's name:

Job title:

Email:

Phone:

The **BuildForce Champion** for: *[name of organisation]*

Champion's name:

Job title:

Email:

Phone:

Note: The BuildForce Champion will be the main point of contact between BuildForce and your organisation. If you have more than one BuildForce Champion in your organisation please provide details below.

BuildForce Mentors should also register at buildforce.org.uk/mentors



Additional BuildForce Champions and/or Mentors

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