



# WOMEN INTO WORK JOBS FAIR 2025

## ATTENDEE INFORMATION PACK

9<sup>th</sup> October 2025

Kensington Town Hall, Hornton Street, London, W8 7NX

10am-4pm

We're so excited to welcome you to the Women into Work Jobs Fair for a day full of empowering opportunities and brilliant connections. We hope this pack will help you to make the most of your time before, during and after the event.

# ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that helps unemployed women to get the coaching, clothing and confidence they need to secure employment and change the trajectory of their lives. After visiting Smart Works, 67% of clients secure a job within a month of their appointment. Smart Works has supported over 40,000 women into employment over the past decade.



We aim to create a welcoming, respectful environment for our clients, who come from diverse backgrounds and are seeking a fresh start. Find out more on our [website](#).

## WHAT IS THE WOMEN INTO WORK JOBS FAIR?

The Women into Work Jobs Fair is the perfect opportunity to connect employers who have live roles with women who are looking for work and want to gain valuable skills whilst boosting confidence—all in one empowering event!

### OUR AMBITIONS FOR THE WOMEN INTO WORK JOBS FAIR

- To remove barriers for women looking to access employment opportunities.
- To equip women with the skills to succeed at interviews provided by our expert coaches
- To provide opportunities for women to meet potential employers across a range of sectors, including tech, finance, healthcare, education and retail, and more.
- To empower women at any stage in their employment journey, whether that's re-entering the workforce, switching industries or just getting started!

Please email [outreach@smartworks.org.uk](mailto:outreach@smartworks.org.uk) if we can support with any reasonable adjustments.



# BEFORE THE EVENT

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## 1) DO YOUR RESEARCH!

We have some incredible employers, training opportunities and service providers attending, so please take a look at the list of attendees [here](#)!

**REMEMBER:** not all stalls are hiring- some are here to inspire or provide advice. You can see a breakdown of which stalls have vacancies, and which are service providers or training providers [here](#).

Don't expect interviews or job offers on the day, but make great connections and ask for advice on how to take the next steps – the stallholders will be more than happy to help!

## 2) PLAN YOUR JOURNEY

**Address:** Kensington Conference and Events Centre, Kensington Town Hall, Hornton Street, London, W8 7NX. The venue is fully accessible and there is a limited number of disabled parking spaces outside the venue. You can find a map of the venue [here](#).

**London Underground:** Take the Circle or District Line to High Street Kensington Underground Station, exit via the arcade onto Kensington High Street, cross the High Street and walk straight up Hornton Street approximately 100 yards. The venue is on the left-hand side.

**Local Bus Routes:** Busses 9, 10, 27, 28, 49, 52, 70, 328, C1. Alight at Kensington High Street/Wrights Lane junction. Alternatively, busses 52 or 70 at Kensington Church Street.

**Car Parking:** There is a public car park located below the venue. To access it, enter Campden Hill Road from Kensington High Street, turn first right into Phillimore Walk and turn immediately left down the entrance ramp to the car park. This is a paid carpark, for details and costs please see [here](#).

### 3) BRING YOUR ESSENTIALS

**Eventbrite ticket QR code**- ready on your phone or printed off. This will speed up check-in and get you on your way to exploring the fair!

**Bring your CV!** We'll have expert Career Coaches on-site offering personalised advice. Don't forget to bring a copy of your CV to make the most of this opportunity to receive guidance from Smart Works coaches.

### 4) ARRIVE DURING YOUR ALLOCATED TIME SLOT

To ensure the event runs smoothly and everyone has a great experience, please come at your allocated time slot which is noted on your ticket. This helps us manage the flow of attendees and ensures you get the most out of the day.

There will be a break for employers at 12pm when entry will not be permitted to the event.

### 5) PRE-BOOK YOUR PROFESSIONAL HEADSHOT

Pre-booked headshot info tbc

Don't worry if you can't pre-book a slot, as Candid Studios will also be at this event and can accommodate drop-ins

## DURING THE EVENT

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### 1) OUR TOP TIPS!

Follow our top tips below and watch this [brilliant video](#) on how to make the most of your time at the Jobs Fair

- Think about how you'll **introduce** yourself to employers and approach with a smile!
- Prepare a few **questions** to ask employers, such as "what does the hiring process look like?" or "Do you have any advice on how to make my application stand out?"
- **Network** widely – even if a company isn't hiring, they will have great advice on their industry and the best steps you can take next.
- Be **open-minded**. We encourage you to visit every stall, you might discover a new opportunity or career path you didn't expect!
- **Share** your experience! Post about your day on LinkedIn, take photos, tag us on Instagram ([@smartworkscharity](#)) and build your personal brand. You can use #SmartWorks #WomenIntoWork to further your reach.



## 2) CONNECTING WITH EMPLOYERS AND SERVICE PROVIDERS

**IMPORTANT:** You will be given an ID number when you arrive at the event.

- When you've finished your conversation with each employer or service provider, please **give them your ID number**. They will note down your name, ID number and the outcome of your conversation (e.g. 'invited to apply for role' or 'registered for training programme'). This means we can assess the quality of conversations that employers are having with you. It also means we can pass on your name and email address to the employer after the event where relevant, so they can contact you directly if they wish to.
- Your contact details will not be shared if it is **not** relevant to do so, e.g. if an employer gives you advice on getting into the sector but no follow up action is required. This does not require the employer to have your contact details, so we will not share them.
- You were asked whether you consent to this data sharing when you got your ticket on Eventbrite. If you do not want your name and email to be shared with the employer or service provider, please email [outreach@smartworks.org.uk](mailto:outreach@smartworks.org.uk) or let us know when you get to the event.

## 3) ON-SITE CAREER COACHING

Our brilliant Smart Works coaches will be at the event to support you on your employment journey. To arrange an appointment, head downstairs at the event to meet the Career Coaching team. To make the most of your 30-40 minute session, we've created this menu of coaching topics. You can choose the area that feels most relevant to your goals and let the coach on the day know what you'd like to focus on.

1. CV and Cover Letter support
2. Identifying and developing strengths and skills
3. Job searching, applications and LinkedIn
4. How to pitch yourself and network

## 4) CANDID STUDIOS HEADSHOTS

If you miss out on a pre-booked headshot slot, don't worry! We are delighted that Candid Studios will be on hand to help you take the perfect headshot.

The professional set-up is easy to use, the lighting and framing is guided by the Candid Studios team and you'll receive digital copies of your images the very same day. You'll experience Candid's unique approach and leave with a headshot you'll actually love. This will be a perfect introduction to what makes Candid and you special.

## 5) MEET THE SMART WORKS TEAM

Come and say hello at the Smart Works stall—we'd love to see you! You can hear all about our ongoing support services and how to book in for a Career Coaching or Interview Preparation appointment.

Feeling overwhelmed? We're here for you. If the day feels a bit much, speak to a Smart Works staff member with a blue lanyard- we'll support you with anything you need.

## 6) VISIT THE FEEDBACK STALL

Before you leave, drop by the feedback stall by the exit to share your thoughts and collect your exclusive beauty goodies!

# AFTER THE EVENT

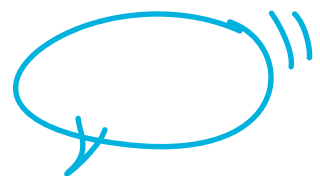
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## 1) LOOK OUT FOR A FOLLOW-UP EMAIL

Smart Works will be in touch with useful next steps and a reminder of the Smart Works service so you can book in for a Career Coaching or Interview Preparation appointment.

Look out for any emails from employers or training / service providers wanting to follow up with you after the event. You could also send a note or thank you message to anyone you had a great conversation with if you have their contact details.

## 2) SHARE YOUR FEEDBACK



Help us make the next event even better by completing the feedback form you'll receive in your email.

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We are looking forward to supporting you on your employment journey. This event is just one step towards the future you are building, and Smart Works can't wait to see where you go next. If you have any questions in the meantime, please get in touch by emailing [outreach@smartworks.org.uk](mailto:outreach@smartworks.org.uk) or calling the Smart Works team on 0207 288 1770.

All the very best,  
The Smart Works team