

What to do next – new career or volunteer?

**VOLUNTEERS
WEEK**
1st week of
June each year

Your retirement brings with it a wealth of opportunities and choices. Many go on to pursue a second career or start a new business, whilst others choose to enjoy their new found leisure time catching up on the fun things in life. It's your retirement and your choice.

Many retiring Police staff go on to enjoy a fulfilling second career. And with so much to offer, why wouldn't you? You have so many transferable skills, such as excellent communication skills, dispute resolution, change management, all of which can be very desirable to a new employer, if evidenced in the right way. So make sure you can showcase your skills and experience for the best chance of getting the job you want next.

A transferable skills analysis could help you identify other career avenues that you may not have considered.

Your CV

This is your chance to shine and sell yourself. You will have achieved great things during your time with the Police Service, so now's the time to tell your next employer all about what you've done and most importantly, what you can do for them. Click [here](#) to view the CV template we have produced.

Preparing for Interview

Make sure you are ready to make the right impression. Interviews are all in the preparation. Get that right and you'll do well on the day. If you've been invited for interview, you've already impressed them on paper, all you need to do now is impress them in person.

Do your homework

You want to show you've gone the extra mile. So, take the time to research the following ahead of your interview:

- The company's past, future plans, products and competitors.
- Their website.
- News articles and information on company performance - online search engines are great at this.
- If you can, try to find out about a bit about key members of staff (or even your interviewer if you know who they are). A bit of 'digging' online and you might be able to find out about their working background and interests.

- Prepare answers to some of the most commonly asked interview questions.
- Find out where the location for the interview is. If you can, do a practice run to see how long it takes, where you can park etc.

Interview questions

Being able to prepare for some of the standard interview questions will not only impress your interviewer, but will also make it a less stressful experience for you on the day. We've provided some of the more common questions [here](#) and given you some tips on how to put together your response. And don't forget - practice makes perfect.

Volunteering

Your chance to keep making a difference. Do you want to give something back and make a difference with your spare time? Many ex-Police Service employees go on to do volunteer work after they retire.

If you're thinking of putting some of your spare time to better use, you can find out more about volunteering at the external websites given on page 4.

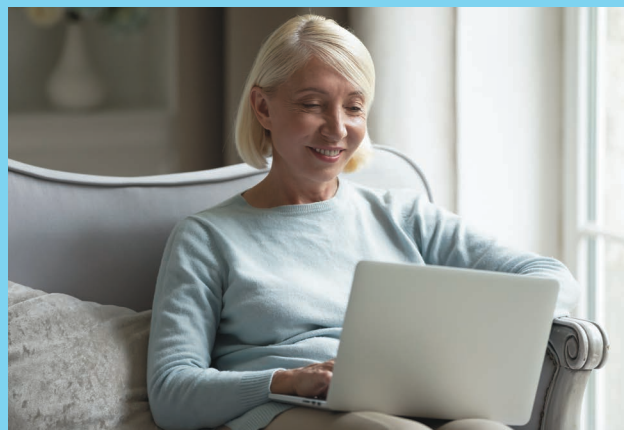
Reasons to volunteer

- Make a difference to your local community.
- Increase your self-esteem.
- Put the skills you've gained from the Police Service to good use.
- Make new friends.
- Try out for a job.
- Develop new skills.
- Improve job prospects and employability.
- Build links with local organisations.
- Enjoy something you love.



Starting a business

Fancy being your own boss? If you've always dreamed of being your own boss, your retirement from the Police Service, could give you the opportunity you've been waiting for.



Writing a business plan

Your business plan is a useful tool for keeping you focussed and on track to achieve your goals. Keep it simple and adaptable so you can update it as your business grows.

The full content of your plan will depend on the industry your business will be in, but here are some of the key things which should be included to get you started.

- What your business will do.
- The products or services it will provide.
- How customers will access your products or services (e.g. shop, online or by phone).
- Your approach to pricing.
- Your marketing and sales strategy.
- Financial forecasts.

For help in putting your business plan together take a look at the government website [here](#).

Starting your own business

Before you start up your own company there are a few things for you to think about. And we've provided some information here which we hope will help you on your way:

- **Do your research** - it's important you know your market and where you will fit in to it. Get to know who your competition is and who your customers are likely to be. Check that there's a demand for your service. Get busy on the web to do this, and if you need some inspiration, use some of the 'useful links' we've provided.
- **Choose a name for your business** - before you create a logo or have anything printed, make sure the name is not already in use and is available as a web address. Check your business name [here](#).
- **Buy a web domain** - if you're planning to have a website for your business it's a good idea to buy your web domain address as soon as possible. Before anyone else buys it.
- **Register your business with Companies House** - you can do this yourself or use a formation agent. You'll need to provide the name and address of the company, officer details (Director and secretary) and shareholder details. You can find out more at the Companies House website [here](#).
- **Put together a business plan** - this is to define exactly what you want to achieve and how you plan to achieve it. For help with this, take a look at the 'business plan' section we've provided.
- **You'll need to register with HM Revenue & Customs** - make sure you do it within three months of becoming self-employed. If you don't, you could face a fine. You can call them on 08459 15 45 15 or register online [here](#).
- **Open a business bank account** - it's worth having a look around to see what's available and taking the time to check that your chosen provider offers all the products and services you're likely to need.
- **Have a think about what insurance needs you might have.** For instance you might need commercial insurance for a vehicle or premises or landlord insurance if you are planning to be a landlord.

From Cash Flow to Corporation Tax and record keeping to research - find out everything every new business needs to know on the government website [here](#).

Professional advice

As a business owner you'll soon find you have lots to consider and manage - perhaps that's where the professionals can help you out.

- **Accounting** - almost essential for financial and tax advice. An accountant will also be able to advise you on the day-to-day financial matters of your business from payroll to invoicing. Ask other local businesses if they can recommend an accountant or look online.
- **Health and safety** - you will have a responsibility to ensure you provide a safe working environment that will meet all health and safety regulations. For more information go to the Health and Safety Executive website [here](#).
- **Legal** - from drawing up staff and third party contracts, structuring your business to the more unexpected and trickier legal matters, you may at some stage, need to consult an expert. A good place to start is the Law Society [here](#) or Citizens Advice [here](#).
- **Insurance for Business Assets and Legal Liabilities.**



Financing your business

Once you've done all the planning, you just need the money to get it all going.

Your options:

- **Using your own money** - using your savings and the proceeds of your retirement can be a good way of financing your plans. After all, if you're not prepared to put in any money, then why should anyone else want to? If you haven't got all the money you need, the good news is, there are other avenues for you to follow.
- **Government grants** - whilst it can be difficult to get hold of a government grant, there are funds available for those who persevere. Find out if your business may be entitled [here](#) to receive a grant.
- **Banks** - if you've got a good business plan you may find the banks are keen to help, hoping for a healthy future with you as your business (and its profits) grow. Speak to your bank to see how they can help - they are often a good source of business advice too.
- **Friends and family.**
- **Other investors.**



GETTING HELP:

CITIZENS ADVICE

www.citizensadvice.org.uk

www.cas.org.uk

www.communityni.org/organisation/citizens-advice-northern-ireland

GOV.UK

www.gov.uk

www.gov.wales

www.gov.scot

www.nidirect.gov.uk

START YOUR OWN BUSINESS GUIDE

www.hmrc.gov.uk/courses/SYOB3/syob_3/html/syob_3_menu.html

INSTITUTE OF SMALL BUSINESS AFFAIRS AND ENTREPRENEURSHIP:

www.nationalcareers.service.gov.uk

www.isbe.org.uk

www.nationalenterprisenetwork.org

www.businesscompanion.info

www.ukbusinessforums.co.uk

www.volunteeringmatters.org.uk

www.ncvo.org.uk

www.do-it.org

Police Mutual offer a range of wellbeing support services, for more details check out the wellbeing pages on our website: www.policemutual.co.uk

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