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Business support and information



Horsham
District
Council



This week's newsletter is a Recruitment and Skills special, to mark National Careers Week. Please share this with colleagues or staff who look after your HR and staff wellbeing.

In this issue, we share ways your business can access support to attract and retain talent as well as recent news on initiatives we have helped deliver to support employers with their recruitment needs.

Business Newsletter Quiz Winner

Would you like the opportunity to win a mention for your business to over 2,600 subscribers?

Each fortnight we give you, our newsletter subscribers, an opportunity to win a mention in the next newsletter. Scroll down to the bottom of this newsletter for this week's quiz.

Save the date for our Horsham District Jobs & Skills Fair



Our popular Jobs & Skills Fair returns on Wednesday 30 September 2026, 3:30pm - 7:30pm, at Horsham's Drill Hall. Following feedback from employers, we have moved the event from a Saturday to a Wednesday evening this year to make it even more accessible for businesses to attend.

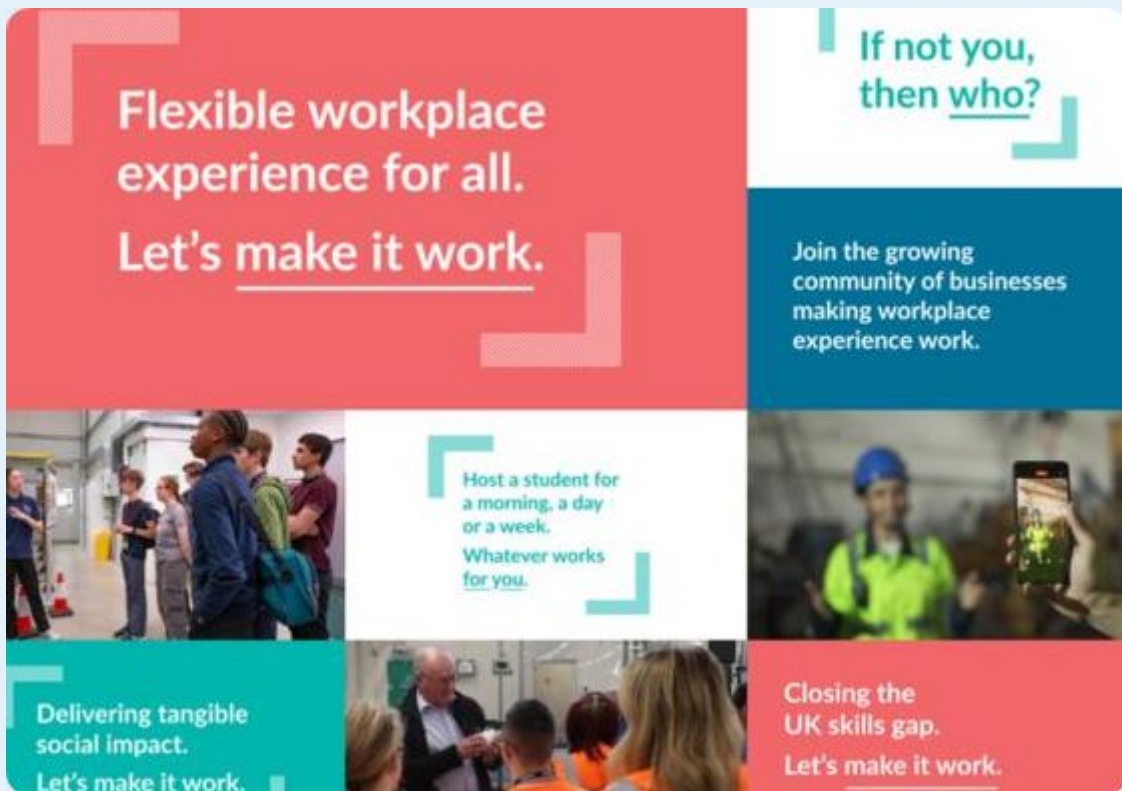
Whatever your business size or sector, this is your chance to:

- Attract new talent to support your recruitment needs by meeting hundreds of local jobseekers
- Benefit from excellent publicity and exposure for your business in the lead-up to and during the event
- Network with other local businesses and training providers.

Our Jobs Fairs have a strong track record of connecting employers with jobseekers. In 2025, attending employers reported that they anticipated filling nearly 70% of their vacancies as a result of the Fair.

Don't miss this fantastic opportunity to strengthen your workforce. Save the date and look out for our expression of interest form launching this spring in our newsletter.

Offer flexible workplace experiences for young people



Too many young people in West Sussex are missing out on workplace experiences because there aren't enough being offered, and local businesses are missing out on future talent.

Flexible workplace experiences make it easier than ever for businesses to get involved. Can't host a young person for a full week? Why not offer a project experience for a day, invite a class in just for a few hours or attend an event supported by the Careers Hub. Small businesses like yours play a vital role in shaping the future workforce.

Offering workplace experiences is more than a good deed - it's an investment in the future of your business and an opportunity to tackle your skills gaps.

Get in touch with your local Careers Hub for support to get started. Flexible workplace experience. Let's make it work.

[Email Careers Hub](#)

Is your business making the most of your local talent pool?



Disability Confident is a government scheme which supports employers to recruit and retain disabled people and those with health conditions.

With more than 20,000 employers already signed up, the scheme can help you access a wider talent pool, reduce staff turnover and lower sickness absence.

Horsham Jobcentre are pleased to be hosting a brand new Disability Confident forum for local employers on Tuesday 19 May, to discuss the scheme as well as all things employability and disability.

[Find Out More](#)

Council hosts Business Leaders Forum for Horsham District



Our Enterprise Team were delighted to host the first Business Leaders Forum at Roffey Park Venue in partnership with Gatwick Diamond Business.

The event was shaped directly by feedback gathered through our ongoing engagement and business visits across the district, ensuring it reflects the priorities and challenges local businesses have told us matter most.

The forum provided opportunities for over 50 local businesses leaders to network, gain expert insight on a variety of topics and share ideas to drive forward positive change.

The event included:

- Presentations from a panel of employment support experts
- Discussions on staff transport in rural areas
- An insightful talk into AI in business from our keynote speaker Simon Greenman.

Thank you to all the businesses that attended, for your ideas, feedback and collaboration with the local business community. With thanks to our brilliant compere Tim Fifield, and expert speakers from: Chichester College Group, Connect to Work, National Careers Services, West Sussex Brighton and Careers Hub, Community Transport Sussex, Metrobus, Best Practice AI.

Stay up to date on future networking opportunities through this newsletter and by following @enterprisinghorsham on Facebook and LinkedIn.

[Read More Online](#)

Success for Your Horsham's first Employers Breakfast Briefing

Our Enterprise Team recently supported and attended Your Horsham's Employers Breakfast Briefing, hosted by Everyman Horsham. 40 local businesses, entrepreneurs and community partners heard from five expert speakers, who shared their knowledge and expertise in aiding employers on recruitment and retention.

Attendees were signposted to free support available locally, including the National Careers Service, Connect to Work and Horsham Job Centre.

Presentations closed with a speech from local MP John Milne, followed by networking over breakfast rolls and refreshments.

One attendee commented: "The morning generated new ideas and conversations for me and my team".

Your Horsham are Horsham's Business Improvement District (BID).

Your Horsham

Support for employees living with or caring for someone with Dementia



Alzheimer's Society

Dementia can affect memory, concentration, and wellbeing, but work can still offer routine, purpose, and social connection. Employers can support employees living with dementia or caring for someone with the condition by making reasonable adjustments such as flexible hours, quiet spaces, clearer routines, or adapted tasks.

Open, confidential conversations, alongside staff training and awareness, help reduce stigma and create an inclusive environment. Under the Equality Act 2010, employers must support employees to work safely and confidently.

Community Development Coordinators for Alzheimer's Society in West Sussex can provide guidance and awareness sessions.

Contact: cdcwestsussex@alzheimers.org.uk

[Find out more](#)

Upskill your employees to improve staff retention with Carbon Literacy Training



Did you know? Research from the University of Leeds (September 2021) shows that Carbon Literacy Training can increase staff motivation and strengthen identification with a shared workplace purpose, which are both key to improving employee retention.

If you're a small or medium-sized enterprise (SME) with fewer than 250 employees in the Horsham District, join Sustainability Officer and Certified Carbon Literacy Facilitator, Victoria Wyllie de Echeverria, for a one-day Carbon Literacy training workshop delivered by Horsham District Council.

Developed by The Carbon Literacy Project, this accredited course will help your team:

- Understand the causes and impacts of climate change
- Recognise the role SMEs play in driving climate action
- Explore the wider benefits of a low-carbon transition, from improved health to greater resilience.

Participants receive certification upon successful completion of the coursework. Book your spot for £20

[Book your space](#)

Connect to Work: Strengthen your workforce through inclusive employment

Connect to Work is a transformative Supported Employment programme, delivered by West Sussex County Council in partnership with West Sussex District and Borough authorities and commissioned partners across the County.

The programme is completely voluntary and helps people with disabilities, health conditions and complex barriers to find and maintain meaningful employment. It also supports individuals in work who are at risk of losing their job.

The team work with businesses to understand their recruitment needs and match them with motivated, work ready candidates. By partnering with Connect to Work, businesses can:

- Strengthen workforce diversity and helps build teams that genuinely reflect the West Sussex community
- Improve staff retention
- Reduce costs
- Support a more inclusive and resilient workforce

If you would like to partner with Connect to Work or find out more about the programme, email the team.

[Connect To Work](#)

P.A.S.S Programme: Building Confidence, Skills and Future Talent

The P.A.S.S (Positive Attitude Shapes Success) programme supports 16–19 year olds in developing the practical skills, confidence and qualifications they need to move into employment or further training. The next cohort will start in September.

The 19-week programme includes customer service qualifications, Functional Skills English and Maths, PSHE, and work related activities, helping learners become work ready and prepared for their next steps.

Why employers matter

Work experience is a key part of P.A.S.S, giving young people real insight into the workplace and helping them build communication, teamwork and professional behaviours. Employers who offer placements not only support local young people but also help develop the future talent pipeline for the district.

Can you offer a placement?

The P.A.S.S programme is seeking local businesses and organisations willing to provide short work experience placements, shadowing, insight days, or project-based

opportunities for our learners. Any sector, any size—your support can make a real difference.

[Find out more](#)

WSSC apprenticeship levy transfers

Secure apprenticeship training transfer funding from West Sussex County Council, to help upskill your business' current workforce or bring in an apprentice. Any business based in West Sussex can apply.

[Find Out More](#)

The National Careers Service: Supporting Employers

The National Careers Service helps employers with recruitment, workforce development and business change. The team connect businesses with career changers, young people entering sectors such as hospitality and production, people returning to work, and individuals completing training programmes. It promotes vacancies and help candidates become job-ready before interview.

During restructuring, downsizing or expansion, the service provide redundancy workshops, one-to-one career guidance, CV and interview support, and skills assessments to help maintain morale and protect your reputation.

It also supports longer-term workforce planning by identifying skills gaps, exploring industry trends and signposting funded training and progression pathways that improve staff retention.

For more information contact Tara Woodford: twoodford@edt.org or visit The National Careers Service website.

[Find Out More](#)

Business Newsletter Quiz

Submit your three correct answers to the following questions via our online form. A winner will be picked at random at midday on Wednesday 11 March, who will receive a mention for their business/organisation in the next issue.

Please note: maximum of two wins per organisation.

Q1) When is the next Jobs Fair?

Q2) How many business leaders attended the Business Leaders Forum?

Q3) What does P.A.S.S stand for?

[Submit Your Quiz Answers](#)

Stay connected



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