What is shadowing?

Shadowing is spending time with someone else to observe the day-to-day activities of their job. It is an excellent way to build your understanding of an unfamiliar area of work if you are thinking about moving into a new job, department, team or sector. Shadowing will give you a good idea about what it would actually be like to work there and what the skills required are, while also giving you exposure to senior figures and expanding your networks.

Shadowing can be done for just a few hours (even just a particular meeting), a day or two, or possibly even longer than that.

The Career Charter Commitment

“Our shadowing champions will raise the profile of shadowing as an opportunity for all, building on our existing networks and connections, and will offer support to those seeking shadowing opportunities.”

What do I need to do?

1. Establish what want to get out of any potential shadowing opportunity and how it links to your career development (e.g. if it is the industry or job you want to move into).

2. Ask the CLOG champions for guidance and advice based on the above, but note that you must be willing to approach people yourself.

3. Inform the CLOG champions if you do undertake any shadowing so that this can be recorded. If you are happy to do so, please compose a short write up of the experience to be used as a case study.

What are my shadowing options?

- Approach someone who you would like to shadow – whether they are internal, external, much more senior – the worst that can happen is they say ‘no’.
- DCLG and BIS have shadowing offers and occasional opportunities advertised here: DCLG option, BIS option
• Approach the CLOG Careers champions – they can act as a sounding board if you have an idea of a sector or area you would like to shadow but are not clear on the routes to pursue. They may have ideas based on opportunities undertaken by other members of the unit.

  - Donald Bogle: donald.bogle@communities.gsi.gov.uk
  - David Herson: david.herson@communities.gsi.gov.uk

• Members of the Leadership Team have committed to offer one day a month to be shadowed, or to use their own networks to draw on opportunities. Approach specific member of the Leadership Team directly, or go through the CLoG champions.