

BUILDING YOUR FUTURE



**MANAGEMENT
TRAINEE
PROGRAMME**



MANAGEMENT TRAINEE PROGRAMME

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A grayscale photograph of construction workers on a site, wearing hard hats and safety vests, looking at plans. The image is overlaid with a semi-transparent purple filter.

COLLABORATIVE

RESPECTFUL

COMMITTED

RESPONSIBLE

60 YEARS OF THE HIGGINS FAMILY JOURNEY

A family run company with values focussed on the needs of clients and the well-being of staff.

One day in 1960, a young building estimator told a friend and colleague,

"I'm going to start up on my own in building"

The response was immediate

"I'll come with you"

On the 1st of March 1961, Derek Higgins founded what is now Higgins Partnerships.



Anyone can say they can build, but we can deliver.

Building is the key element of what we do, but we do a whole lot more! We put community needs and safety first for every project. We develop relationships with people, forging success through partnerships.

Utilising our 60 years of experience, we create solutions that overcome any financing or development obstacle, in any economy, on time and on budget. Our goal is to develop buildings that help communities thrive.

We make the impossible possible.

A family run company.

Big enough to grow in,
small enough to make
a difference.

BUILDING YOUR FUTURE

The Higgins Management Trainee Programme was created to identify an array of young talent and to develop careers within the Construction Industry and Built Environment. The programme allows individuals to get a taste for a number of core disciplines throughout the company before deciding on a discipline to specialise in.

Once enrolled on the programme, flexible rotations allow trainees to spend 3-4 months in four different departments before a discipline is selected to specialise in.

During term time trainees will be working a four day week, with the remaining day spent at an industry accredited University working towards a Construction related BSc (Hons) degree apprenticeship. Higgins have a management trainee network who meet bi-monthly to share experiences and benefit from peer learning and wider exposure to the business.

The programme fully funds the degree and allows individuals the opportunity to 'earn whilst they learn' without the burden of debt once the course has been completed. Individuals will earn a competitive salary and will benefit from performance based annual pay rises.

Whilst at Higgins, each management trainee will be enrolled in a mentor programme whereby a senior employee will provide individuals guidance on their career at Higgins as well as assistance with their studies.

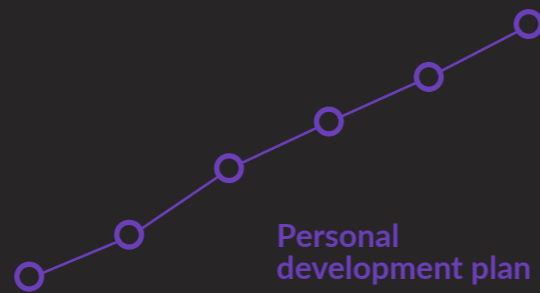
At Higgins we recognise the importance of young potential and provide the building blocks for management trainees to advance to senior levels of management and Directorship.



Key benefits



Performance related
annual pay rises



Personal
development plan



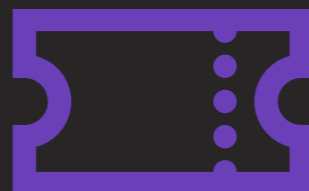
Four day
working



No student loan



Annual leave
plus 5 study
days



Travel
allowance



One day at
university
per week



Mentor
programme

MANAGEMENT TRAINEE CORE DISCIPLINES



Commercial

In this rotation trainees are based on one of our live sites, and have the opportunity to work with experienced surveyors as part of a project team gaining insight into:

- Construction Techniques
- Budgets Reviews and Cash Flow Management
- Financial Management of Supply Chain
- Admin of Subcontract and Main Contract
- Cost Value Reconciliations
- Contract Relationships and Contract Conditions
- Conflict Avoidance
- Bonds, Guarantees, Warranties and Insurances
- Communication and Management



Pre-construction

This rotation is split into two parts; focused on estimating and planning, trainees gain insight into these head office functions and the tender process, including:

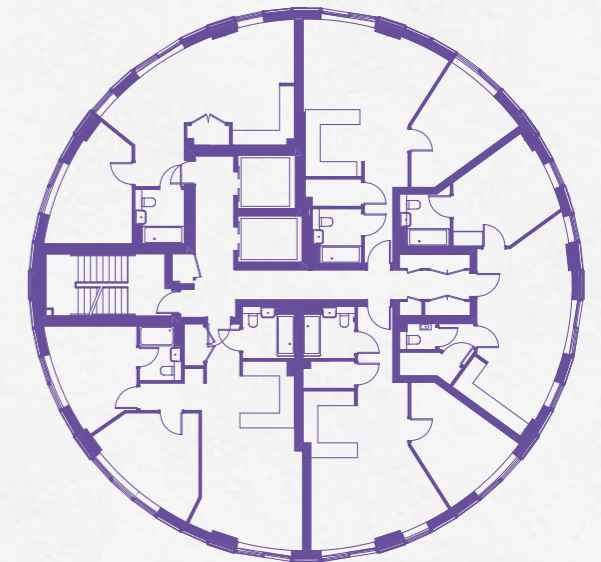
- Pre-Qualification
- Tender Process
- Tender Deliverables
- Contract Process
- Planners Procedures
- Logistics
- Pre-Tender Appraisals
- Estimating Software



Production

In this rotation trainees are based on one of our live sites, and have the opportunity to work with an experienced site manager, with activities including:

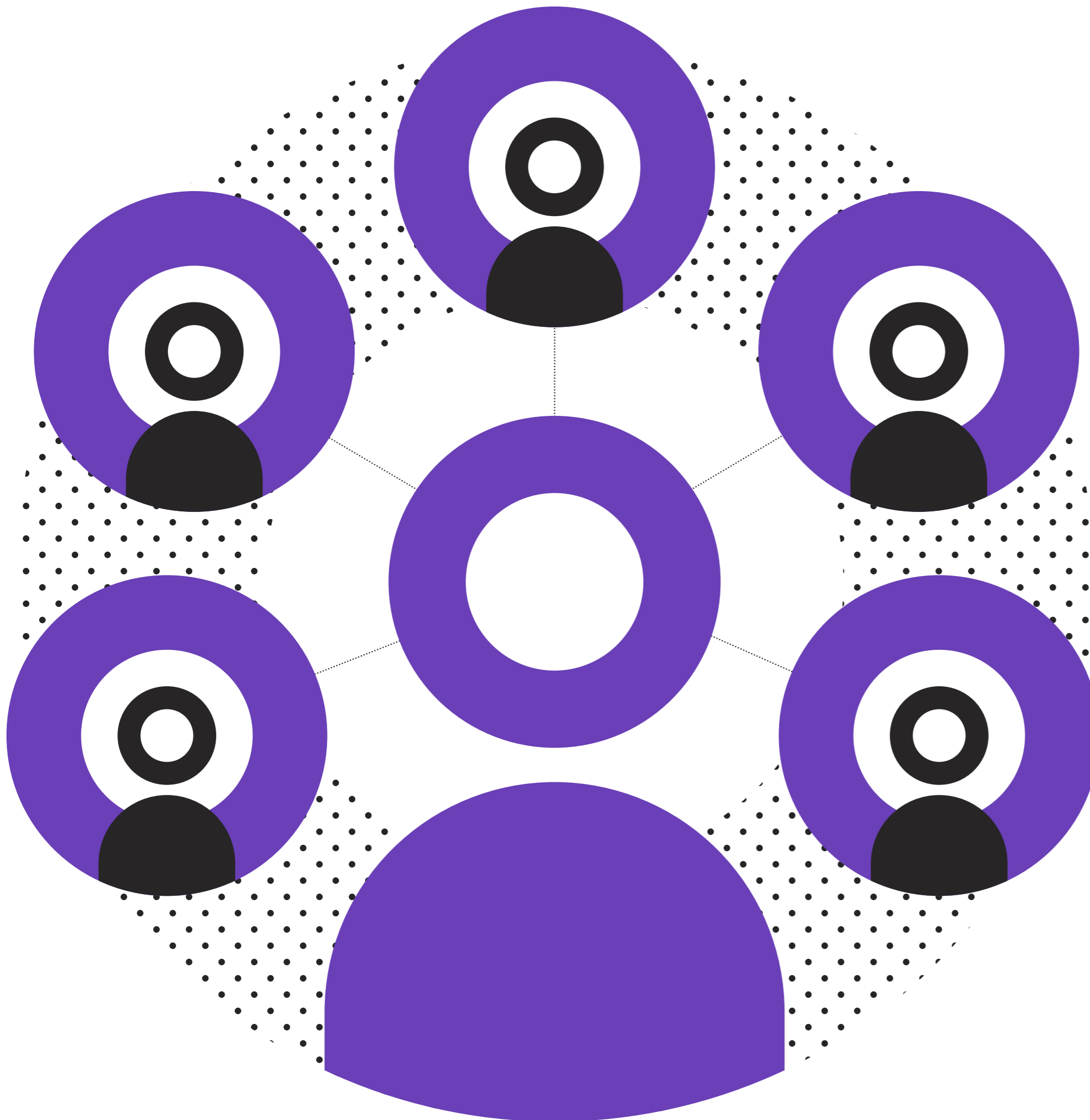
- Management System Procedures
- Subcontractor Notices
- Material Requisitioning & Delivery Scheduling
- Subcontractor Procurement Schedules
- Client Project Meetings
- Site Progress Reviews
- Drawing Reviews
- Inspections
- Health and Safety
- Snagging



Technical

Working between head office and site to gain practical experience working within the technical department, and understanding the roles and responsibilities of the Technical roles in the business:

- Consultant Fees & Utilities
- Consultant Appointments and Warranties
- Design Programmes
- Employers Requirements
- Building Regulations
- Planning
- Building Information Modelling
- BREEM



ADDITIONAL LEARNING AND DEVELOPMENT

Training

[H&S Induction](#)

[CSCS Card](#)

[Presentation Skills](#)

[Time Management Skills](#)

[Communication Skills](#)

[Assertiveness](#)

[Business Writing Skills](#)

[Social Value overview](#)

[After Sales overview](#)

[Procurement and Supply
chain overview](#)

[Print Room and Facilities
overview](#)

[Health and Safety in practice
overview](#)

[Plant Yard overview](#)

Timeline

8 November 2021
[Applications open](#)

31 January 2022
[Applications close](#)

March 2022
[Interviews](#)

April-August 2022
[Trainees make university
applications](#)

September 2022
[Trainees start with Higgins
Trainees start at university](#)

£200m+

turnover

30

live New Build
& Remediation projects

321

employees



COLLABORATIVE

We are collaborative with our colleagues, our supply chain and our clients.



RESPECTFUL

We are respectful of our colleagues, our supply chain and of the communities we work in.

WORKING AT HIGGINS

Higgins Partnerships is a regional contractor developer operating throughout London and the South East. As a family owned company, trainees are fully supported throughout their career.

At Higgins you are treated as an individual and given the opportunity to grow and develop your career with fantastic support from the team.

On our Management Trainee Programme we will work with you to choose the profession that best suits you. You will get experience working in all parts of the company and will not specialise in a particular discipline until your second year at the business.



20% of employees have been through a Management Trainee Programme



Student Awards



100% have received training in the 1st year

OUR CORE VALUES



COMMITTED

We are committed to maintaining high standards, to building a positive culture and to continual improvement.



RESPONSIBLE

We are responsible for ourselves, for others and for our work environment.

WHERE YOU COULD WORK

We construct and develop throughout Greater London and the South East.

We currently have 30 live projects ranging from £3 million to £84 million with a number of much larger opportunities in the short term pipeline.



**ST ANDREWS
PARK,
UXBRIDGE**

Partner: Anchor
Hanover
Homes: 72



**BOSTON ROAD,
EALING**

Partner: A2 Dominion
Homes: 333



**GRANGE FARM,
HARROW**

Partner: Harrow Council
Homes: 89



**STONEBRIDGE,
BRENT**

Client: London Borough
of Brent
Homes: 73



**GARRATT LANE,
WANDSWORTH**

Client: Higgins Homes
and London Borough of
Wandsworth
Homes: 160



**CHERRY
GARDEN
SCHOOL,
BERMONDSEY**

Partner: London
Borough of Southwark
Homes: 56



**GRANGE ROAD,
NEWHAM**

Client: Populo
Homes: 77



**WOODGRANGE
ROAD,
FOREST GATE**

Client: Clarion Housing
Group
Homes: 74



**SHREDDED
WHEAT,
WELWYN
GARDEN CITY**

Client: Metropolitan
Thames Valley Housing
Homes: 208



**BARROW HALL
ROAD,
SOUTHEND
ON SEA**

Client: Sanctuary
Homes: 120



RONAK

◀ "I found out about the Management Trainee Programme through my school after the Head of Sixth Form informed me about the programme as she knew I was considering a career in construction. My interest started at a young age working with my uncle in residential property redevelopment, so I was really keen to explore this route. I had been considering going to university to study Construction Law at UCL but once I came across it, the opportunities I could gain from this programme were much higher than just attending full time university. It really appealed to me that I could graduate with a BSc degree whilst gaining experience and earning. However, gaining experience and having the ability to work on multi-million pound projects which excited me the most. I have been on the programme for two months now and I am learning something new every day; being able to experience different areas of construction from commercial to technical is allowing me to look at a project in a multitude of different ways. I would definitely recommend this route as it allows you to kick start your career early, see a project from many different perspectives through the rotation and providing you with the best of both worlds."

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CURRENT MANAGEMENT TRAINEES

BRODIE

◀ "After completing my A-Levels at Davenant School, I decided to take a year out as I wasn't sure what route I wanted to take. I had applied for a few university courses and got offered a place at Portsmouth however I decided to reject it as I really didn't feel it was the right path for me. I have always had a keen interest in construction as members of my family work in the industry. In my gap year I started working with a local construction company, doing labouring, and I really enjoyed the process, so I started to write to local construction companies to see what opportunities there were available to me. I contacted Higgins, having heard about them through Davenant, and they advised me about the Management Trainee Programme which really sparked my interest. I really liked the idea of the four rotations around different departments within the business to give a greater understanding of the construction industry, whilst also completing a construction management degree. I would definitely recommend the degree apprenticeship route at Higgins and I'm really enjoying the programme. You get a real sense of investment, and everyone has been really nice and helpful. I am currently working in production on site at the Grange Road project. Everyone has been really welcoming and its great working so closely with the Site Team and I really feel like I am learning so much."



KYLE

▼ “I found out about the Management Trainee Programme through LinkedIn and thought it was an amazing opportunity to gain experience in the construction industry, whilst attending university one day a week. I really liked the idea of the rotation giving you the chance to experience all the different departments and show you how they are all interlinked. It is especially helpful if you are unsure what pathway you want to take. I am really enjoying the programme; everyone is very friendly and welcoming which makes settling into the company a lot easier. I like the structure of the programme; it includes a clear development plan and a mentor scheme which enables you to quickly progress. I am currently in the commercial rotation and have the opportunity to be on site and also work at a desk which is very helpful as I am being exposed to a variety of different work environments. I have been able to apply the knowledge from university into my everyday life working which has really helped my understanding. I would highly recommend this route. It is a great way to get your foot in to the industry and kick-start a prosperous career!”

MAISIE

▶ “I joined the programme in September 2019 after finishing my A-Levels and seeing a presentation from Higgins while in sixth form. I felt it gave me a great opportunity to develop within the company whilst also completing a degree part time. I’ve really enjoyed how the programme has allowed me to experience the different roles within construction to find out which suits me. I am also three years into my Quantity Surveying degree at Anglia Ruskin university and it’s the best way to gain a degree if you aren’t interested in university full time as you are gaining educational knowledge from university as well as knowledge from working within the industry and facing day to day life of construction. I’ve just started as a Trainee Bid Manager, having been recommended for the role by colleagues working within the pre-construction department. I find it really rewarding and am looking forward to progressing within my role in the company.’





CALLUM

◀ “I am really enjoying the training programme and have now completed the rotations and started working as a Trainee Site Manager at Dixon Clark Court. I have been lucky enough to be exposed to all elements of the business which has put me in a good position for the rest of my career. I am currently studying BSc Construction Management at London South Bank University and have been able to put the valuable experience I gain on the site everyday into my degree. I would recommend an apprenticeship as the way forward as you gain valuable experience whilst getting paid to learn and have no debt in the long run. I would like to progress into site management with the hope of one day being Project Manager or Project Director which will allow me to have in input in all aspects of the job including procurement of contractors and reviewing of designs.”



GEORGE

◀ “I’ve been with Higgins for two years and it’s the best path to go down if you want to work in the construction industry. I’ve gained a huge insight by working on different projects which has allowed me to understand different aspects of the business and the career path I want to pursue. It’s also allowing me to progress my career quicker and what’s great about the programme is that there is a guaranteed role at the end, providing you with job security. I am three years into my Construction Management degree at Anglia Ruskin University which I am managing well. You just need to be organised and set time aside for your work, plus it’s great to not have any debt at the end. I enjoy looking at the finances of a construction project and I like the importance of dealing with this side of the business so decided to go into Surveying. I started my new role as a Trainee Contract Surveyor two months ago and my next step is to become an Assistant Contract Surveyor in one years’ time. After this I would like to become a Contract Surveyor by the time I finish my degree course.”



HENRY

◀ "I've really enjoyed my experience so far; you get to work and learn on the job and gain valuable experience while completing a degree at the same time. I have found every line manager and team I have been assigned to have been engaged in helping me learn and giving me the experiences and tasks that will help me progress. I am currently doing a degree in Quantity Surveying but looking to change this to Construction Management as I want to pursue a career in Site Management. I hope to progress as a Site Manager gaining more valuable experience on different sites and learning about the different challenges and types of build while taking on more and more responsibility to progress my career as quickly as possible. I would 100% recommend a degree apprenticeship in their chosen career path, and to consider the construction industry as there are many opportunities and different roles that could suit a wide array of people."



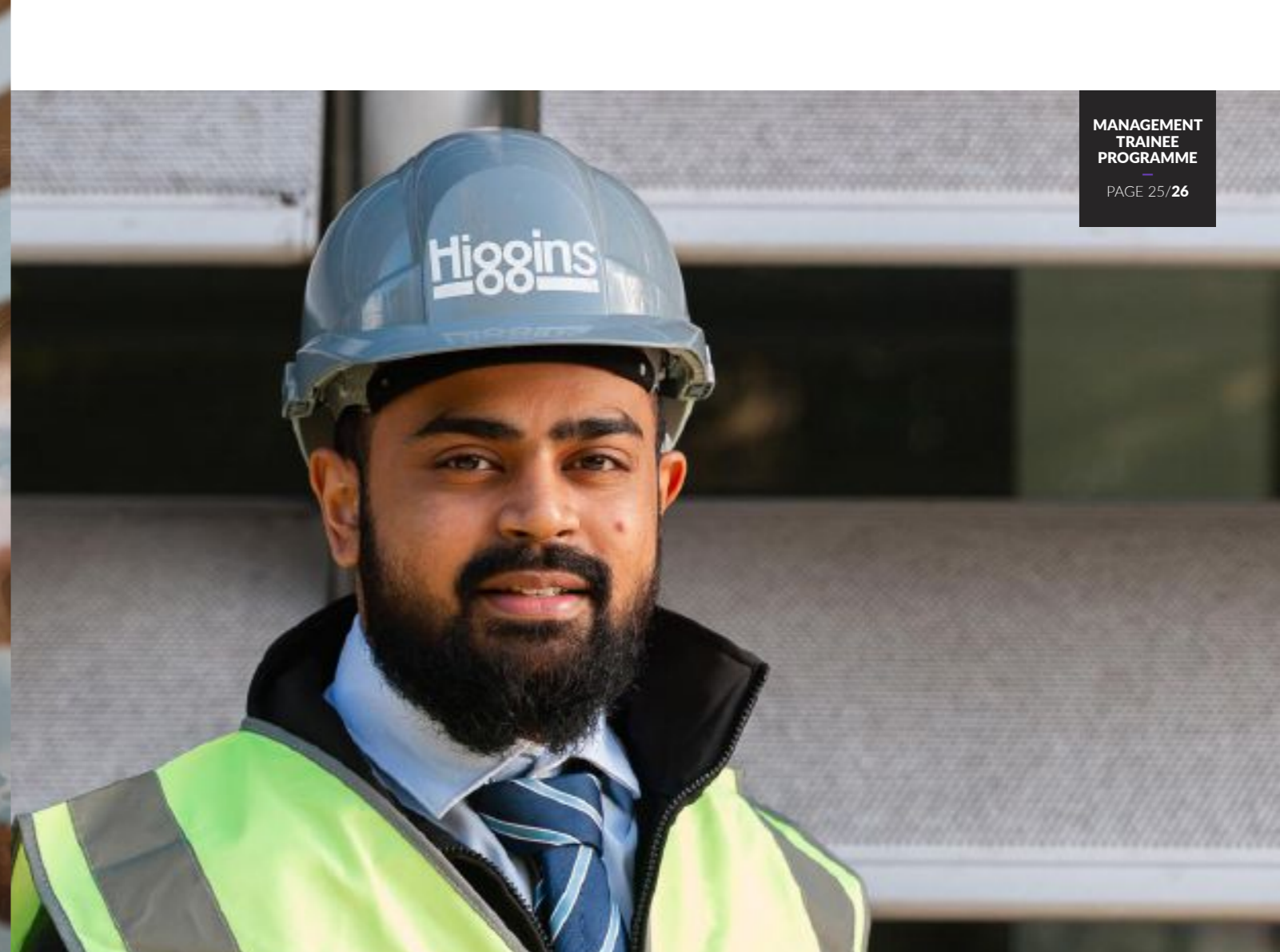
BRIDGET

◀ "I'm really enjoying my time on the trainee programme. It's a great opportunity to experience the different parts of the construction industry rather than just jump into one area, straight out of school. The 'earn whilst you learn' aspect is also really appealing, meaning there is no debt from university, but you still get a degree whilst also learning on the job. I am currently studying Quantity Surveying and Commercial Management at the University of Westminster and am keen to go down the Quantity Surveying route. My advice would be to find an industry that interests you and once you have, look into degree apprenticeships as they provide the best way to learn on the job whilst gaining a qualification. The construction industry has so many different pathways and allows you to develop skills such as working in a team and problem solving. Once qualified I hope to progress through Higgins and become a lead surveyor on a site." presenting new challenges whilst at the same time developing your skill set, making it an exciting experience to take part in."



EMILY

◀ “Looking back at my time on the programme now that I have nearly finished my rotations, I think it’s the best introduction I could have had to the industry. I feel I have learnt about all aspects of the business which has allowed me to narrow down the job roles that I would potentially like to pursue. There are so many roles in construction that I didn’t realise existed. You may go into construction having your mind set on surveying and end up loving something that you never expected to. Every day is different, which keeps the job role interesting and exciting! You meet so many different people and make valuable connections, get to travel to different parts of the country and make a difference to communities through regeneration projects and building new infrastructure. I am currently studying Construction Management at London South Bank University and have got into a good routine by setting myself aside time to complete my assignments during the week to allow myself to have the weekend off. Full time university is commonly thought of as the only option into an industry, however this isn’t the case. The degree apprenticeship route will enable you to gain real-life industry experience from professionals, while earning a salary, studying for your degree, and having no student debt. My advice would be to keep an open mind and try to take as much out of each rotation as you can, before deciding on your career path.”



SHAKIL

▲ “I joined the Management Trainee Programme after completing my degree in Business Management and three years working in the housing sector for L&Q. I have always had an interest in property and construction so decided I wanted to look at trainee opportunities and came across Higgins’ programme on their website. In the space of one year, I have learnt an incredible amount through working on several projects and completing rotations in all four departments. I am now specialising in the commercial department as a surveyor and am considering doing a master conversion course in Quantity Surveying to further my knowledge. I would definitely recommend this route as there is so much support and guidance and you have the opportunity to work and study at the same time, so you are better equipped to deal with the challenges on site. Although I started the programme late in terms of my age, I still feel that it can benefit anyone that has a right attitude to learn.”

MANAGEMENT TRAINEE PROGRAMME SUCSESSES



CHARLIE TRAINEE SURVEYOR

"I joined the Management Trainee Programme in 2018 after completing my GCSEs and A Levels. I always had an interest in a career in construction, having been inspired by my Dad who works in the sector. I have really benefitted from the programme as it has given me a knowledge and understanding of all the departments as well as developing more confidence in my own ability as well as communication and presentation skills. The construction industry offers the ability to have variety in work, including the opportunity to go on live sites and to see the progress of the construction projects regularly. No two days are the same and I like the fact that it's so different on every project. This really appeals to me as it keeps the work interesting. Balancing work and studying has also improved my time management skills. My advice to anyone thinking of applying is to go for it with an open mind and show a willingness to learn and progress. Try and absorb as much information as possible and to ask lots of questions. You will not only enjoy the whole experience but you will find your career."



STUART PRINCIPAL SURVEYOR

"I joined Higgins in July 2000 on the Management Trainee Programme which enabled me to experience different departments in the company. It gave me a real insight into the various roles in construction and how each department works. The surveying department really appealed to me and seemed a natural fit as I enjoyed working with the Project Surveyor looking after the project finances and being based on site. I enrolled on a two year ONC in Building Studies, followed by a HNC and then a part time degree in Quantity Surveying, Higgins supported me throughout.

The Management Trainee Programme has certainly allowed me to progress and grow within the company and it gave me a real insight into the construction industry."

NATALIE TRAINEE SURVEYOR

"I found out about the Management Trainee Programme as I was already working at Higgins and my manager put me forward to do it as she knew I was keen to progress my career. I had been with Higgins for four years, spending three years in the commercial team and 10 months in the technical team and this experience had given me a good foundation, learning a great deal but I was keen to learn more. I joined the programme in 2018 and have now completed my rotation, gaining experience in a vast number of areas within the business which has helped me to understand the role of each department and their importance in the overall success of a development. I have also become more adaptable and confident taking on new tasks and challenges by working in the various departments and learning as you go. The hands on element also helps you apply what you learn at university and I have had great support from my manager and colleagues. I would recommend this route to anyone interested in a career in construction as it is a great opportunity to get involved in an industry which has a wide variety of roles available and the rotation allows you to find out which areas of the business interest you the most."





NICOLA

SENIOR PROJECTS CO-ORDINATOR

"As a Senior Project Co-ordinator I have the unique role of working on a project from its initial design brief through to completion. I work closely with clients, designers (architects, structural engineers, mechanical and electrical engineers), as well as the site team and various departments throughout each stage of a project, and find my role extremely rewarding. I left school at 16 and joined Higgins Partnerships as an apprentice plumber. I worked for the Group for three years, before leaving to progress my career in that field. I was contacted by the HR department of Higgins about an opportunity to re-join the business in the technical department through the Management Trainee Programme; this seemed an ideal way of gaining experience, in the business. I took the role as Trainee Project Co-ordinator nine years ago and have since completed a degree in Construction Management (Bachelor of Science with Honours) on day release. This enabled me to gain qualifications 'on the job' and has allowed me to progress my career a lot quicker, as I have gained a vast amount of knowledge working on a wide variety of projects. I was promoted to Assistant Project Co-ordinator and then my current role. The Construction industry provides vast numbers of varied roles; and no day or project is ever the same."



BE PART OF A WINNING TEAM

2021

The Inspire Awards
Most Inspiring Contractor

The East of England National Apprenticeship Awards
SME Employer of the Year

The East of England National Apprenticeship Awards
Recruitment Excellence

The Defence Employer Recognition Scheme
Silver Award

LABC Warranty The Bricks Site Recognition Award
Boston Road, Hanwell

Black and Ethnic Minority HI Professionals in Construction Best Apprenticeship Programme Finalist

TPAS Awards – shortlisted for Outstanding Tenant Engagement (Contractor)
Grange Farm Estate

UK Housing Awards
Shortlisted for Neighbourhood Transformation Award – Wooddene Estate

Inside Housing Development Awards
Shortlisted for Best Affordable Housing Development (£20m+) Grange Farm Estate, Harrow

Inside Housing Development Awards
Shortlisted for Best Urban Development (outside London) for City Park West, Chelmsford

New London Awards People's Choice Awards
Shortlisted in Housing – Wooddene Estate, Peckham

LGC Awards
Shortlisted for Housing – King Square, Islington

2020

British Homes Awards
Regeneration Project of the Year – Central Chelmsford

TPAS Awards
Outstanding Tenant Engagement (Contractor)
Wooddene Estate

Housing Design Awards
Colville Estate

Civic Trust Award
Colville Estate

Pride in the Job Award
Rory Turnbull, Chobham Farm

The Defence Employer Recognition Scheme
Bronze Award

UK Housing Awards
Shortlisted for Neighbourhood Transformation Award – Colville Estate

UK Housing Awards
Shortlisted for Resident Employment and Training (under 15,000 homes) – Colville Estate

2019

Building Awards
Shortlisted as Housing Project of the Year – Colville Estate

Construction News Talent Awards
Shortlisted for Project Team of the Year for Colville Estate

NLA Awards
Brickworks (Ivy Hall) Highly Commended for Mixed Use

Evening Standard New Homes Award
Best Development in the Affordable Housing Sector – St Bernard's Gate

CCS National Ste Awards
Gold for King Square, Gold and Silver for Colville Estate and Bronze for Peterhead Court

TPAS National Award Team of the Year
Colville Estate

RIBA London Award – Colville Estate

Best Borough Led Project at London Planning Awards
Colville Estate

Shortlisted Best Regeneration, Evening Standard New Homes Awards
Kings Crescent Estate

Shortlisted Best Development in the Affordable Homes Sector.
Evening Standard New Homes Awards 2019 St Bernard's Gate

Shortlisted for Resident Employment and Training Award at UK Housing Awards
Kings Crescent Estate

Regional Finalists at Civic Trust Awards
Kings Crescent Estate

Shortlisted for Outstanding Tenant Engagement Contractor at TPAS – Colville Estate

Highly commended
NLA awards for Brickworks (Ivy Hall)

Shortlisted at NLA Awards
Colville Estate

Shortlisted at National Housing Awards
Best Regeneration – Colville Estate

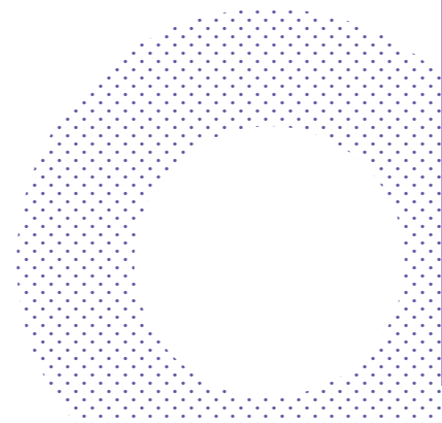


DECLAN HIGGINS

"At Higgins we understand how difficult it can be for school leavers to select a career path without understanding the multitude of roles and responsibilities within the construction industry.

'Building Your Future' has been designed to remove the pressure of blindly selecting a career by allowing trainees to gain experience in a number of key departments within the business. This exposure also supports trainees with their studies and upon completion, results in an all-round young professional that understands the 'Higgins way' of working.

We are extremely proud of the programme that continues to successfully identify young talent for the industry and we look forward to what the future brings."





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