

Empowering Early Careers **at Dunelm**

Be comfortable thinking big



Contents

- 2 Find your happy place at Dunelm
- 4 Hi there!
- 5 Be comfortable thinking big
- 6 The feeling that you belong at Dunelm
- 7 You'll love our values
- 8 How we make the difference
- 9 A proper home
- 10 Our apprenticeship schemes
- 11 Our graduate schemes
- 12 Our 12-month placements
- 13 Growing with us
- 13 Thinking accessibility
- 14 What to expect from life at Dunelm
- 15 The rewards and benefits you deserve
- 16 An inviting application process
- 17 Application hints and tips

Find your happy place **at Dunelm**

Thank you for considering starting your career with Dunelm!

I'm Ben, the People Operations Director and your dedicated Early Careers sponsor. I've worked at Dunelm for over 10 years after starting my career in Retail straight out of school.

As the Early Careers sponsor, I have a vested interest in your development, wellbeing and will be here to cheer you on as you navigate your journey with us. Being supportive is in the DNA of everyone who works here, and you'll find lots of opportunities to grow, learn and build valuable transferable skills in our team. This is a place where you can feel as empowered as you do valued.

Ben (He/Him)
People Operations Director and Early Careers Sponsor



“By the end of my apprenticeship, I’ll have gained experience in six different teams. It’s opened so many doors for me.

**Lucy (She/Her),
Digital Degree Apprentice**

Hi there!

We're Sunita and Lucy and we make up the Early Careers team at Dunelm.

Our team is all about giving everyone a fair chance to learn and grow in their careers. If you're thinking of joining us – you have great taste! There are tons of learning opportunities, and the sense of belonging here is like nothing else.

We love working with schools and colleges to show students all the exciting career opportunities that we have here at Dunelm. One of the best parts of our job is making sure our new colleagues feel like part of the team, even before they start.

Whether you join us from school, uni or as part of a career change, we want every new starter to feel at home. We're also available for a chat before or after your application if there's anything we can do to help keep you in the loop and grow your confidence.

We're so excited to have you on board!

Sunita, Early Careers Manager
Lucy, Early Careers Advisor

**Sunita (She/Her),
Early Careers Manager**



**Lucy (She/Her),
Early Careers Advisor**



Be comfortable thinking big

Grab yourself a seat! We're the UK's number one choice for homeware because we make home life lovelier for our customers.

Starting your career with Dunelm opens a world of possibilities. Whether you're diving into an apprenticeship, stepping in as a graduate or a student considering a placement, you'll discover a warm and supportive environment that's perfect for growing your skills and setting yourself up for success.

In this brochure, we'll walk you through our career opportunities, our culture, the application process, and the perks of joining the Dunelm team. If you or your parent/guardian have any questions about our Early Careers programmes, just drop us an email – you'll find our contact details on the back page.



The feeling that you belong at Dunelm

Dunelm exists to help create the joy of truly feeling at home, now and for generations to come.

We want that feeling to be experienced by our colleagues too. Truly feeling at home will be different for everyone, but our aim is to create a safe place where colleague uniqueness can be celebrated and harnessed as a strength.

Making sure our culture, especially within our Early Careers programmes, is inclusive and equitable is essential for creating a vibrant and innovative space. From the moment you apply and throughout your journey with us, we're here to make sure everyone feels like they belong and can really thrive.

By embracing and valuing our diverse experiences, backgrounds, and perspectives, we create something special. This not only strengthens our teams and business but also ensures everyone feels valued and has the chance to do their best work.

You'll love our values

To help create the joy of truly feeling at home, we live by these values...

Long-term thinking

We're committed to putting our customers first. We think big, make decisions and innovate in ways that are guided by our purpose, making a positive difference to customers and colleagues beyond the here and now.

Act like owners

We enjoy taking the initiative, challenging and trying new things. But at the same time, we're responsible when it comes to making decisions, make the best use of the resources we have and always take care of the things we create.

Stronger together

We value connection, inclusion, teamwork and clear communication. We engage everyone in our purpose, helping people feel at home and creating a sense of belonging.

Keep listening and learning

We know that being curious and having a growth mindset is key to our continual learning. Being self-aware and adaptable means we can be our best selves more of the time and achieve things we never thought possible.

How we make the difference

Celebrating the uniqueness of our colleagues

We're not all the same and that's what makes us stronger. We have people with all kinds of stories, backgrounds and skills. Through our colleague networks we create a space for all voices to be heard. We learn from each other, celebrate and educate to make sure Dunelm is a place everyone feels seen, valued and included.

Creating Inclusive Role Model Leaders

We believe in leading by example, making inclusion more than just a buzzword. Through a range of training and development we're supporting our leaders to champion diversity of thought, embrace different perspectives and create a culture where colleagues feel they belong.

Colleague Networks

Each team member can be part of our four colleague networks. These are Disability & Neurodiversity, LGBTQ+, Gender Equality and Ethnicity & Race. Colleague networks give everyone a voice and create an environment where we all feel at home.

Listening, Learning, Doing

We're not just about talking, we're about listening, learning and getting things done to make a difference. By understanding who our colleagues are, their experiences and the barriers they face, we make informed decisions to create a workplace that is truly inclusive and representative of the communities we serve.

Embedding Inclusion in all we do

Inclusion isn't a standalone initiative, it's in everything we do. From how we recruit and promote talent, how we behave, to our policies which are there to support through life's moments. We're making this part of our culture because we know that diversity isn't a checkbox, it's what makes us better for our colleagues and customers.

"I joined the Gender Equality Network, where we discuss things like the stigma around periods, menopause, and men's mental health."

Amy (She/Her), Sustainability Graduate



Wellbeing

From our Wellbeing Buddies and Mental Health First Aid training to our parental leave and menopause policies, we're committed to supporting our colleagues in every area of their lives.

Through our partnership with the Retail Trust, we all have free access to a 24/7 Virtual GP, as well as therapy and counselling, plus information, guidance and advice in all areas of financial, emotional and physical wellbeing.

Sustainability

We care about doing the right thing, not just for now, but for generations to come. That's why we're working hard to reduce our carbon emissions and contribute to a sustainable, circular economy. We call it our Pathway to Zero and while we still have a long way to go, we're excited to continue the journey.

A proper home

Looking for a career that's as challenging, exciting and as unique as you are?

At Dunelm, we have big goals for the future. To achieve them, we've got a long-term vision and the plans in place to bring it to life. That means our colleagues always find themselves right at the heart of an exciting, fast-moving business where progress is a priority.

Whether you're an apprentice, a graduate or join us on a 12-month placement, you can be comfortable thinking big when you're on our team.





Our apprentices are relaxed about reinventing the home

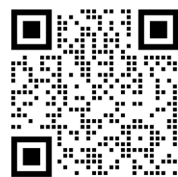
With our revolutionary insights and supportive mentoring, you'll be chilled about changing an industry straight out of school.

Our apprenticeship schemes

We have different apprenticeship schemes to choose from, with something to suit all kinds of interests and ambitions.

All offer the chance to learn and grow in a friendly and reassuring environment. Plus, you'll earn while you learn as you gain a fully funded qualification. These opportunities are also open to existing Dunelm colleagues who want to complete an apprenticeship that's relevant to their role.

Our apprenticeships are in functions such as Buying, Data Science, Supply Chain & Logistics, Merchandising and Retail Management. Applications are open on our careers site from January to February, but you can register for job alerts ahead of the roles going live from September onwards.



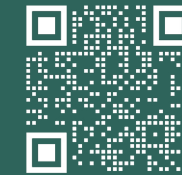
To find out more about our apprenticeship schemes, what you'll learn and where you could end up in the business, visit our careers site.

Our graduate schemes

If you've graduated from university and are looking to jump right into your career, a Dunelm graduate scheme could be for you.

We offer a range of graduate schemes, such as Finance, Software Engineering, Supply Chain & Logistics, Business Transformation and Insight & Analytics. Whichever one you choose, we'll help you become the best version of yourself as you develop the skills you need to further your career, shape the future of our business and make your mark on the industry.

If you have graduated but feel like our programmes aren't suited to your career aspirations, there are lots of entry level roles across our business that are ideal to start your career in Dunelm. Have a look at our careers site for our vacancies and register for job alerts.



To find out more about our graduate schemes, what you'll learn and where you could end up in the business, visit dunelmcareers.com/our-roles/early-careers

Our grads feel at home with 'out of your comfort zone'

Develop the growth mindset you need to make bolder business decisions and stretch your career.



Our 12-month placements

Are you currently a university student who is looking to gain real-world industry experience while you finish your studies?

A 12-month placement with us gives you the chance to build those all-important business skills and discover what it's like to be part of our team. Based on your interests and goals, you can choose between functions such as Finance, Supply Chain & Logistics and Insight & Analytics.

To find out more about our 12-month placements and where one could take you, visit dunelmcareers.com/our-roles/early-careers



“Considering the size of the business, I was impressed that the senior management teams supported the graduates from day one.”

**Tina (She/Her),
Commercial Graduate**

“On my placement, I was able to rotate through different teams and get stuck into different parts of the finance world, this was an invaluable learning experience!”

**Josh (He/Him),
Placement Student**

Growing with us

At Dunelm, you'll be able to take the reins when it comes to your development.

Whether you're developing what you can achieve within your current role, or preparing yourself for your next one, we've created a structured approach with three key elements; Know, Grow and Flow. Following these steps will help you identify your skills as well as areas you'd like to improve, give you access to a dedicated platform for guided and self-directed learning, and great opportunities for networking and mentoring, alongside the skills you'll pick up from your team and line manager.

We know that career development can come from different places, which is why we established The Development Fund. To access learnings that we can't yet deliver in-house, the Development Fund covers the cost of courses, resources and certifications. If you find relevant learning opportunities that you think will empower you and help you progress, you'll always be encouraged to put your hand up and ask to take part.

Thinking accessibility

Making the application process accessible for all is a priority for us.

Accessibility allows everyone to have an equal chance when applying and showing off their potential. It also helps us create a more inclusive and diverse team, which brings fresh ideas and perspectives.

Should you need it, we have an accessibility tool available on our careers site to support you when you're completing your application. If you require any other reasonable adjustments during the application and assessment process, you can reach out to our team via earlycareers@dunelm.com



What to expect from life **at Dunelm**

We understand there can be a lot to think about when you're starting out in a new career and a fresh role, and sometimes that comes with nerves!

But don't worry, we want you to feel empowered and true to yourself from the minute you walk through our front door.

We've put together this handy guide below on what to expect, so you can put your mind at rest.

What is Fresher's Week?

Held annually, Fresher's Week is a jam-packed week full of activities and lots of insight into Dunelm. You'll hear from our leadership team, and you'll have the opportunity to meet your colleagues in person and get a better feel for both your role and the business.

What do I wear to work?

It's a timeless question. We want you to wear something that makes you feel comfortable confident and like yourself. We pride ourselves on creating an environment where individuality is celebrated, which is why we have no formal dress code in place.

Before you join

Between accepting your role and your first day, we'll keep in consistent contact. That means monthly check in calls (starting a few months before joining), receiving our bimonthly business newsletters with news and updates, an invite to our fun End of Year Celebrations in July and getting your invite to Fresher's Week in September.

The rewards and **benefits you deserve**

Rewards and benefits include...

Generous annual leave

33 days' annual holiday including statutory holiday plus your birthday off to celebrate, and another day when you move house.

Wellbeing support

Access to wellbeing support as and when you need it, including an online GP for you and your immediate family.

Salary Advance

Salary Advance so you can access up to 50% of the money you've earned during the month, rather than having to wait until pay day.

ShareSave scheme

ShareSave scheme that enables you to save monthly and buy Dunelm shares at a discounted rate, building up your investments for your future.

Charity day off

Charity day off (paid, of course) so you can volunteer somewhere that matters to you.

Discounts

Generous discounts on all our own products, in-store and online.

Pension

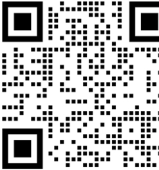
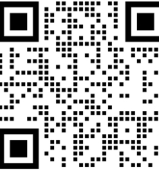
Pension contributions to help you save for your retirement until pay day.

We offer a range of other great benefits to recognise the unique contribution you bring to the team.

Now it's time to give yourself the best chance at success. We've compiled a handy list of hints and tips to help you bring your best to our hiring process.

Application hints and tips

Okay, so you've found the job you want to apply for at Dunelm...

- Visit one of our stores**
 Have a look at what products we sell, and how we sell them.
- Be familiar with the role**
 Re-read the job advert and remind yourself of the specific skills of the role.
- Make sure you're prepared**
 The more prepared you are for the interview, the more confident you will feel.
- Be yourself**
 Remember, it's natural to feel a little nervous. But try to relax and show us the real you.
- Ask questions**
 You'll be asked if you have any questions, so make them meaningful ones that you want to hear the answers to.
- Check your tech**
 As many of our teams are hybrid working, more of our interviews are happening virtually – make sure you have Microsoft Teams and a strong Wi-Fi connection.
- Learn more about us**
LinkedIn

Glassdoor

- Ask for help if you need it**
 Contact the Recruitment team if you need accommodations to support your interview.

“Everyone at the Assessment Centre was friendly and helpful. The People team made the environment welcoming and far less intimidating for a candidate.”

**Josh (He/Him),
Financial Operations Graduate**

An inviting application process

We've made our application process super smooth so you can focus on sharing your talents instead of jumping through hoops.

- Application**
 Your application will take about 15 minutes to complete, so have your CV and predicted grades ready. We review applications within a week of the closing date, and if you're successful, we'll set up a 20-minute Microsoft Teams chat to talk about your motivations, your understanding of Dunelm, and your passion for the role.
- Assessment Centre**
 If things go well, you'll be invited to our in-person Assessment Centre. Before that, you'll complete an online personality questionnaire to help us get to know you better and identify how we can bring out the best in you. The session at the Assessment Centre lasts about 5-6 hours, so make sure you have enough travel time.
- Hiring decisions**
 We'll make final hiring decisions within a week of your visit to the Assessment Centre and provide feedback to everyone. For some roles, like in Finance or Insight & Analytics, you might need to do numerical or verbal tests, but don't worry—we'll let you know in advance so you can be prepared.

“Given Dunelm is such a large, well-known company, I thought the culture would be very corporate, but it really isn’t.”

Sophie (She/Her),
Finance Graduate




“I was a Summer Intern last year and I thoroughly enjoyed it, which is why I then decided to apply for the Finance Graduate Scheme.”

Bradley (He/Him),
Finance Graduate

“Being involved in the development of a product then seeing it on our shelves - that’s something I’ve found really rewarding.”

Amelia (She/Her),
Commercial Graduate



-  Website: dunelmcareers.com/our-roles/early-careers
-  Contact: earlycareers@dunelm.com
-  Follow us on LinkedIn for the latest news: [@dunelmuk](https://www.linkedin.com/company/dunelmuk)
-  Register for job alerts: dunelmcareers.com/registration



Dunelm

