

Working for a Charity or Community Organisation

Version 9.15

Contents

What roles are available?	2
Explore options.....	2
Getting into the sector	4
Vacancy and information sources.....	6
What's available in the North-West?.....	9
Training opportunities	9
Further information	10

Charities and community organisations form a large part of the not-for-profit sector and offer an excellent array of career opportunities. Other not-for-profit organisations include social enterprises and development agencies. Here we aim to give you some starting points to help you research possible openings in more detail.

What roles are available?

The first roles that spring to mind are those directly related to delivering a charity's service, such as campaigners, environmentalists or those who work with the client group. However many different but equally important roles exist in these organisations to ensure that they can deliver their service. These include roles in fundraising, administration, IT, finance and marketing. Typical job titles may include: fundraiser, campaigns officer, marketing assistant, counsellor, fieldworker, accountant, project manager, volunteer coordinator and administrative assistant.

Some jobs will require previous relevant experience but new graduates may be considered for direct entry into other roles. A period of voluntary work in the type of organisation you would like to work for will help to give you an insight and allow you to develop relevant skills and useful contacts, as well as showing your commitment to the cause.

Explore options

Career pathways for graduates into the voluntary/community sector
www.hecsu.ac.uk/career_pathways_for_graduates_into_the_voluntary_community_sector.htm

Voluntary Sector
www.prospects.ac.uk/links/voluntarysb

AGCAS Occupational Profiles include:

- Charity Fundraiser
www.prospects.ac.uk/charity_fundraiser_job_description.htm
- Charity Officer
www.prospects.ac.uk/charity_officer_job_description.htm
- Volunteer Coordinator
www.prospects.ac.uk/volunteer_coordinator_job_description.htm
- International Aid/Development Worker
www.prospects.ac.uk/international_aid_development_worker_job_description.htm

Careers Library Reference sections

- Charity and Development work & Government, Politics and Economics
- Work Experience – volunteer resources available
- International Work & Study – resources on different countries

Reference Books in the Atrium include:

- Charities Digest
- The Guardian Guide to Volunteering
- The Voluntary Agencies Directory
- Working for a Better World
- World Volunteers

Reference copies of these journals are available in the Atrium

- Third Sector (especially good for fundraising and marketing roles)
- Fundraising
- Museums journal

Other newspapers and magazines

- The Guardian (Wednesdays for the Society supplement)
- The Independent (Mondays and Thursdays)
- Community Care
- Development Action
- Children and Young People Now
- Inside Housing

- Opportunities Abroad - for Work in Development Overseas and in the UK
- Professional Fundraising
- Your Future - for Ethical Careers, Lifestyles, Opportunities

Some charities and voluntary organisations may publish their own magazines or newsletters, look on their websites or contact them for further information.

Other Sources of Publications

Many other publications are available from Manchester Commercial Library <https://librarycatalogue.manchester.gov.uk/>

Careers Service Events

The Careers Service organises a range of events and sessions on working in this sector. Check the Careers Service website:

www.manchester.ac.uk/careers/events in early autumn for details of when these will take place.

Getting into the sector

Very few graduate schemes exist in this sector and so the main method of entry is to apply for specific advertised roles. It is therefore essential to get as much experience as possible as you will be applying for the same jobs as people who are already in the sector.

One way of gaining experience and showing that you have a commitment to the organisation or cause is to volunteer for organisations that you are interested in working for, or for organisations that are similar.

If you are a student of The University of Manchester, you can take advantage of our volunteering vacancy service. The website below contains hundreds of volunteering opportunities that are available right

now. There is also information and advice about the huge benefits that can be gained by volunteering and how to make the most of your experience. All opportunities are based in charity and community organisations in and around Manchester, offering flexibility, choice and a unique way to gain experience. www.manchester.ac.uk/volunteers

See also information provided by the Volunteer Centre at Manchester Community Central:

www.manchestercommunitycentral.org/volunteer-centre-manchester

Many vacancies within organisations are advertised internally (i.e. to their own staff and volunteers first) and therefore by volunteering within an organisation you may be the first to hear about paid employment available.

Similarly it is worth considering temping or lower grade work for a charity that you would particularly like to work for. Even if being a receptionist or administration assistant may not feel like a good use of your degree, getting a foot in the door is often a way of getting valuable experience and gaining contacts. Once in an organisation it is often easier to move round into other roles which may more closely match your career aspirations.

Manchester Leadership Programme

Why not combine your voluntary experience with an accredited academic unit? The Manchester Leadership Program comprises 10 and 20 credit academic “Leadership in Action” units alongside up to 60 hours of voluntary work through the year. The issues covered are very relevant to students looking to work in the charity and community sector.

The programme is available via lecture-based or online learning and is aimed at undergraduate students from ALL disciplines. Assessment is via 100% course work and no previous knowledge of the subject areas is needed. For more information www.manchester.ac.uk/mlp

Vacancy/information sources

Intern opportunities

Internships are short-term opportunities which give you experience of the world of work and a chance for personal development. Opportunities change from year to year depending on funding streams that organisations successfully access. Please note however, that many of them will be unpaid.

Organisations that may offer internships include:

- Age UK
www.ageuk.org.uk/get-involved/volunteer/work-for-head-office
- Amnesty International
www.amnesty.org.uk
- ATD
www.atd-uk.org
- Barnardo's
www.barnardos.org.uk
- British Red Cross
www.redcross.org.uk
- British Youth Council (VTalent Year)
www.byc.org.uk/
- Christian Aid (Gap Year Scheme)
www.christianaid.org.uk/aboutus/jobs/index.aspx
- Charities Advisory Trust (Card Aid Internship Scheme)
www.charitiesadvisorytrust.org.uk/
- Diabetes UK
www.diabetes.org.uk
- Environmental Justice Foundation
www.ejfoundation.org
- MacMillan Cancer Support
www.macmillan.org.uk/GetInvolved/Volunteer/InternshipScheme.aspx
- Oxfam
www.oxfam.org.uk/get_involved/volunteer/interns.html

- People and Planet
<http://peopleandplanet.org/get-involved/volunteer>
- RNLI
www.rnli.org/howtosupportus/getinvolved/Volunteer-zone/Pages/Volunteer-opportunities.aspx?tab=Volunteer-Internships
- RSPB
www.rspb.org.uk/volunteering/internships.aspx
- World Land Trust
www.worldlandtrust.org/supporting/internships.htm

Graduate schemes

- Charity Works (12 charity partners)
www.charity-works.co.uk/graduate-management-programme/
- Cancer Research UK
www.cancerresearchuk.org/about-us/charity-jobs/graduates-and-interns/graduate-scheme
- Look Ahead Housing and Social care
www.lookahead.org.uk/Graduate-scheme-7970.html
- Gradunique – a combined graduate programme with Macmillan Cancer Support and the British Heart Foundation
<https://www.gradunique.org.uk/>

Vacancy sources

- Charity Jobs
www.charityjob.co.uk
- Children and Young People Now
www.cypnow.co.uk
- Community Care
www.communitycare.co.uk
- Jobs in charities
www.jobsincharities.co.uk
- Jobs go Public
www.jobsgopublic.com
- The Guardian
www.jobs.guardian.co.uk

- Third Sector Jobs
<http://jobs.thirdsector.co.uk>
- Voluntary Sector Jobs
www.voluntarysectorjobs.co.uk

In addition many charities will advertise vacancies on their own website. It is a good idea to think about which charities you would like to work for and set up job alerts or regular searches on the vacancies part of their websites. You will often find jobs advertised there that aren't advertised through other sources.

Recruitment agencies

- Eardley Wilmot
www.ewfundraisingjobs.co.uk
- Eden Brown
www.edenbrown.com
- Execucare
www.execucare.com
- Flowcaritas
www.flowcaritas.co.uk
- Harris Hill
www.harrishill.co.uk
- Kage Partnership
www.kagep.com
- Morgan Hunt Group
www.morganhunt.com
- Prospect-Us
www.prospect-us.co.uk
- TPP Not for Profit
www.tpp.co.uk

For volunteering experience:

www.manchester.ac.uk/volunteers

- Do It
www.do-it.org.uk
- Timebank
www.timebank.org.uk
- Volunteering England
www.volunteering.org.uk

What's available in the North-West?

Very few national charities have their head office outside of London. However you will find that many of the well-known organisations have regional offices locally. In addition there are a massive number of local organisations. Jobs in the North-West are often advertised in the same places listed above. In addition use local media sources such as the Manchester Evening News.

<http://menmedia.co.uk/manchestereveningnews/jobs>

For a list of community organisations based in Manchester:

www.manchestercommunitycentral.org/directory

Training opportunities:

The following represent a selection of the training courses/opportunities available. Fees/eligibility vary.

- CSV - Relevant courses and opportunities for practical experience.
www.csv.org.uk/training
- The Directory of Social Change
www.dsc.org.uk/training
- A wide range of short training courses, typically lasting one to two days and covering areas such as organisational development, management, finance and law, and skills development.
- Institute of Fundraisers www.institute-of-fundraising.org.uk
Foundation courses in fundraising management

- Working for a Charity www.wfac.org.uk
Offer short training courses for charity administration plus a variety of online courses.
- Volunteering England supports both volunteer managers and those interested in volunteering issues to develop their knowledge and skills through conferences and workshops, as well as a wide range of resources. All current event listings are available at:
www.volunteering.org.uk/

Further information:

- National Council for Voluntary Organisations
www.ncvo-vol.org.uk
- Skills Platform (Skills for Health)
An information, training and advice resource on gaining skills including to support the Voluntary sector
www.skillsplatform.org/
- For news and updates
www.thirdsector.co.uk
- Working for a Charity
www.wfac.org.uk

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