

Charities and the Not-for-Profit Sector

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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 pathways 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 directly with the client group. However many different but equally important roles exist in these organisations to ensure that they can deliver their service. These roles include: fundraising, project or volunteer management, HR, legal, policy, trusteeships, administration, IT, finance and marketing. Typical job titles may include: fundraiser, campaigns officer, marketing assistant, counsellor, support worker, data analyst, trustee, HR advisor, legal assistant, 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. Voluntary roles in the type of organisation you would like to work for will provide 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

Charity and Voluntary work
www.prospects.ac.uk/jobs-and-work-experience/job-sectors/charity-and-voluntary-work

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
- Community Development Worker
www.prospects.ac.uk/job-profiles/community-development-worker
- Project Manager
www.prospects.ac.uk/job-profiles/project-manager
- IT Support
www.prospects.ac.uk/job-profiles/it-technical-support-officer

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

Useful newspapers, websites and magazines

- The Guardian Society www.theguardian.com/society
- The Independent www.independent.co.uk/topic/society
- Community Care. Social Care/Social Work news and jobs www.communitycare.co.uk/
- Development in Action. A youth-led development education charity. www.developmentinaction.org/
- Children and Young People Now www.cypnow.co.uk/
- Inside Housing www.insidehousing.co.uk/
- Relief Web – comprehensive list of humanitarian projects, opportunities and training programmes <https://reliefweb.int/>

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 Central Library www.manchester.gov.uk/centrallibrary

Careers Service Events

The Careers Service organises a range of events and sessions for those interested in working in this sector. Check the Careers Service website: www.manchester.ac.uk/careers/events in early autumn for details of when these 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 may be applying for the same jobs as people already working 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.

If you are a student of The University of Manchester, you can take advantage of our volunteering vacancy service, Volunteer Hub. 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

Manchester Volunteer Inspire Programme:

<https://mcrvip.com/vk/volunteers/index.htm>

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.

Similarly it is worth considering temping or entry level work for a charity that you would particularly like to work for. Being a receptionist or administration assistant may not feel like a good use of your degree but may be advantageous to getting a foot in the door and gaining valuable experience and professional contacts. Once in an organisation it is often

easier to move round into other roles which may more closely match your career aspirations.

Social Enterprise

Social enterprises are businesses that have a clear ethos to help improve communities or address social problems. These can range across sectors including environment, community, leisure & hospitality, job training, healthcare and creative industries. Social enterprises tend to reinvest profits and help to create opportunities for people in within their local communities. For more information, visit:

Masood Enterprise Centre, the University of Manchester Alliance
Manchester Business School

www.alliancembs.manchester.ac.uk/study/masood-enterprise-centre/

Social Enterprise UK

www.socialenterprise.org.uk/

Greater Manchester Social Enterprise Network (GMSSEN)

www.gmsen.net/

Manchester Leadership Programme

Why not combine your voluntary experience with an accredited academic unit? The Manchester Leadership Program comprises of credits focusing on academic “Leadership in Action” units alongside hours worked voluntarily throughout 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

Stellify

Stellify means *'to change, or be changed, into a star'*. It is a prestigious extra-curricular award, given to students in recognition of their ability to:

- Understand the ethical, social and political issues that matter
- Volunteer and make a difference
- Lead and inspire others
- Take up opportunities to further their professional career development.

www.manchester.ac.uk/study/experience/stellify/

Vacancy/information sources

Internship 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/about-us/jobs/
- 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-with-us/internships-and-office-roles
- People and Planet
<https://peopleandplanet.org/fundraise>
- 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/who-we-are/vacancies/

Graduate schemes

- Charity Works (12 charity partners)
www.charity-works.co.uk/graduate-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/work-with-us/jobs-and-careers/
- Gradunique – a combined graduate programme with Macmillan Cancer Support and the British Heart Foundation
www.gradunique.org.uk/
- Frontline graduate programme for social workers
<https://thefrontline.org.uk/our-programmes/frontline-programme/>
- Think Care Careers for graduates interested in social care

www.skillsforcare.org.uk/Careers-in-care/Starting-your-career/Graduates/Graduate-roles-in-social-care.aspx

- NHS Graduate Management Training Scheme has six specialisms: general management, finance, HR, policy, health analysis and health informatics
www.healthcareers.nhs.uk/career-planning/study-and-training/graduate-training-opportunities/nhs-graduate-management-training-scheme
- The GEM Programme – opportunities to work in the housing sector, with a graduate pathway - ‘Talent in House’.
<https://thegemprogramme.com/>
- Teach First is a charity which offers a leadership development programme as part of its training. Graduates are placed in schools with the aim of tackling inequalities and helping young people from disadvantaged backgrounds. www.teachfirst.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
- Gem – for people interested in learning through museums and heritage

<https://gem.org.uk/>

- Museum Jobs

www.museumjobs.com/

- National Citizen Service (NCS) works with young people to help develop their skills and benefit the local community.

www.ncsyas.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.

Social Media

Social media sites such as LinkedIn, Twitter, Facebook and Instagram are useful for connecting with charities and organisations you are interested in working for. They will post information on events, training and job opportunities as well as industry insights. For more information, take a look at the University's LinkedIn resources.

www.careers.manchester.ac.uk/applicationsinterviews/linkedin/

Recruitment agencies

Recruitment agencies act as intermediaries between employers and jobseekers. They can provide sector specific knowledge which can help you to source opportunities and tailor your CV.

- 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

- Morgan Hunt Group
www.morganhunt.com
- Prospect-Us
www.prospect-us.co.uk
- TPP Not for Profit
www.tpp.co.uk

Voluntary work experience:

- 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 operate their head offices outside of London. However you will find that many well-known organisations have regional offices. Jobs and opportunities 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:
Manchester Community Central directory of groups
www.manchestercommunitycentral.org/whats-happening-manchester/directory

Training opportunities:

The following represent a selection of the training courses/opportunities available to develop your sector specific knowledge and skillset. Please be aware that fees may be applicable and eligibility may vary.

- Manchester Community Central - Relevant courses and opportunities for practical experience.
www.manchestercommunitycentral.org/support-groups/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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