

# How to get your first job in the charity/not for profit sector

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# VOLUNTEERING

How can volunteering help you?

- Experience for your CV
- Valuable insight for you
- Contacts
- Demonstrates commitment and interest

# VOLUNTEERING

How do I find the right volunteering opportunity for me?

- Favourite charities
- Their websites
- Volunteering websites
- The press

# Volunteering opportunities

- Office: eg fundraising, research, administration
- Services: eg helplines, hostels, counselling, mentoring, training

# Volunteering websites/press

- [www.do-it.org.uk](http://www.do-it.org.uk)
- [www.timebank.org.uk](http://www.timebank.org.uk)
- [www.justdosomething.net](http://www.justdosomething.net)
- [www.volwork.org.uk](http://www.volwork.org.uk)
- [www.vso.org.uk](http://www.vso.org.uk)
- [www.csv.org.uk](http://www.csv.org.uk)
- [www.reach-online.org.uk](http://www.reach-online.org.uk)
- Guardian on Wednesdays

# NCVO – Working for a Charity

[www.wfac.org.uk](http://www.wfac.org.uk)

- Introductory course: 2 evenings
- Foundation course: 7 days + work placement
- Online learning

# Agencies

- Prospect Us
- TPP Newman
- Harris Hill
- Charity People
- Charity Connections
- Charity and Fundraising Appointments
- Kage Partnership (fundraising/marketing)
- People and Planet

# More agencies...

- Adept
- Morgan Hunt
- Integrity (Bristol)
- Charity Future (Wales)
- Aquilas (St Albans)
- Eden Brown
- Lifeline
- Nigel Lynn Community (Leicester)

# More agencies....

- Oxford HR (Oxford – international development)
- NFP Resourcing (Exeter-based but UK-wide vacancies)
- Charity Action Recruitment

# Press

- Guardian on Monday and Wednesday
- Third Sector magazine
- Jobs in Charities website
- Charity Job website
- The Voice newspaper
- Evening Standard on Monday

# What type of job do I want?

- Is the cause the most important aspect?
- Is location or work environment important?
- How much do I want to earn?
- What types of benefits are important to me?
- Do I want to be part of a larger organisation or a very small one?
- Do I want to work at the front line or the back office?

# What type of job.....?

- Is the culture important to me?
- Do I like working autonomously or do I need managerial direction?
- What sort of hours am I willing and able to work?

Volunteering inside a variety of charities can help you to learn what suits **you**.

# EXAMPLES OF JOBS

EXTERNAL FOCUS

INTERNAL FOCUS

OPERATIONAL/SERVICES

STRATEGIC/MANAGERIAL

# External focus

- Press
- Fundraising
- Campaigning
- Policy
- Research
- Marketing
- Public relations

# Internal focus

- Finance
- Administration
- Human resources
- Office facilities
- Information Technology
- Volunteer management

# Operational/Services

- Project management
- Direct service delivery

# Strategic/Managerial

- Chief Executive/Director
- Directors of each function eg Director of Operations, Director of Marketing and Communications, Director of Fundraising, Director of Finance and Resources etc etc

# How do I apply?

- Agencies – CV
- Adverts – application form
- Direct application – letter and CV

# Filling out the form

## KEY:

Address **all** the points on the person specification.

Match your experience and skills to those that are needed.

# Person Specification

Example:

Experience of making presentations to external customers.

Whilst at university I had a part-time job with the Student Union, working on the fundraising and events side. I had to visit potential donors and present the work of the university and union to them, with the aim of persuading them to provide financial support for our work. For example, we aimed to raise £2000 to set up a counselling service for students who had serious family

problems and more than met our target by raising £2,400. My part in that was to target likely donors, make contact with them, present our work, and follow up. When preparing my presentation, I thought through: who is my audience, what information do I need to get across, how can I ensure it is relevant to them, why should they support us/what is in it for them – and based my presentation on these areas.

# What are the perceived barriers?

ADAPTABILITY

EXPERIENCE

SKILLS

Volunteering can help with all of these.

# Positive aspects of working in a charity

- Committed colleagues
- Flexible working
- Good employment practices
- Working for something other than a profit motive
- Diverse group of colleagues

# Small charities

- Autonomy
- Making a difference
- Involvement with the core business
- Opportunity to learn fast

# Large charities

- Benefits' package usually good eg pension, holidays, employee counselling service, unpaid leave/sabbatical, reduced cost private health insurance, enhanced maternity/paternity/adoption pay and leave
- More opportunities for career progression
- Training budget

# Services I provide

- One-to-one career coaching, including help with CV, application forms, interview skills
- Myers Briggs psychometric testing, to assist with career decisions
- Human resources advice to charities
- Training: recruitment skills, managing people, employment law, performance management

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