

Training Courses

Working For A Charity exists to promote the voluntary sector as a positive career option for those seeking paid employment and to promote the opportunities and benefits of becoming a volunteer to people who wish to do unpaid work. For anyone interested in finding out more about managing voluntary and community organisations we provide information and training to improve understanding of the issues involved.

www.workingforacharity.org.uk

There are over 660,000 paid jobs in UK charities and millions more opportunities for people wishing to offer some of their time and skills as volunteers. For those seeking fulfilling and worthwhile employment, the voluntary sector is a positive and practical choice and organisations are always looking for talented people with good skills.

The NCVO Working For A Charity training courses offer information and advice to people from many different backgrounds – career changers, returners to work and young people at the start of their careers have all been helped to transfer their skills effectively into the sector.

Dates of forthcoming courses and details of course fees are shown on the enclosed flyer and on our website at www.workingforacharity.org.uk



The course was absolutely brilliant. I couldn't fault it. I learnt so much so quickly and met some really fantastic and inspirational people. I wouldn't be where I am now without it.



Mary Pountain,
Community Fundraising
Coordinator, SOS
Children's Villages
(Foundation Course
participant)

Charity Careers Seminar

- short course over one evening
- overview of the sector, its size and shape
- information on job opportunities
- introduction to fundraising

Suitable as a "taster" course for people thinking about working in the sector for the first time.

Foundation Course

- seven days of seminars covering key issues
- 20 day voluntary work placement in a host charity
- advice on job search and the recruitment process
- course manual

Particularly useful for career changers, returners to work and others looking to develop a career in the voluntary sector.

Effective Voluntary Sector Management Online Course

- accredited by Roehampton University
- core module consists of 7 units covering key voluntary sector topics including governance and fundraising (8 months – 5 hours per week on average)
- optional project module that leads to a Certificate of Professional Practice

Ideal for people who want to find out more about the voluntary sector in their own time and in a location that suits them.

Foundation Course

This course is tailor-made to encourage people to consider a job in the charity world and provides a bridge to help them take a first step towards gaining paid employment with a voluntary organisation. It would also be useful to people who are intending to set up their own voluntary organisation or are considering joining a charity as a Trustee and want to learn more about the issues involved.

The programme combines seven full day seminars and workshops spread over several weeks and usually done concurrently with a supervised voluntary work placement in a host charity for a minimum of twenty days. Each day is participative and delegates are encouraged to use the course as a starting point for exploring the sector.

The overall programme can be completed within a period of eight to twelve weeks with an average commitment of two to three days each week. Training days are held in a central London venue (see our website for dates and further details).

The subjects covered include*:

Day 1: Understanding the voluntary sector and Governance

Day 2: Jobs in the voluntary sector

Day 3: Marketing, public relations and campaigning in the voluntary sector

Day 4: Developing a fundraising strategy

Day 5: Charitable trust funding & company giving

Day 6: Financial management and the role of volunteers

Day 7: Getting the job you want, successful interviews and next steps

*Working For A Charity reserve the right to alter the content or order of any course should circumstances make it necessary.



The Foundation course was a fundamental step in my career. It made me sure that working for a charity was the right thing for me. Sometimes it was really difficult because I was afraid I wouldn't find a job and was destined to volunteer for my entire life. Well it was worth it – because this invaluable experience has helped me to get my first paid job!

Nora V Makki,
Development Officer,
Specialist Schools and
Academies Trust
(Foundation Course
participant)



Effective Voluntary Sector Management: Online Course

This course has been designed so that people will be able to study in their own time and in a location of their choice.

The core course consists of 7 units:

1. Introduction to the voluntary sector

2. Marketing and Communications

3. Fundraising

4. Employment and management

5. Volunteering

6. Financial management

7. Governance

Following successful completion of the online module, participants may choose to extend their learning and undertake an additional project module.

The project module will require participants to design, plan and conduct a project which applies knowledge and understanding of the voluntary sector to a specific management task or challenge. This will include the writing of a 4000 – 5000 word report.

The course is accredited by Roehampton University and the online element will provide 10 credits at HE level 1. The optional project module will provide a further 20 credits and successful completion of this, combined with the 10 credits of the online course, will lead to the award of a Certificate of Professional Practice.

It is estimated that the online course will take 7 to 8 months to complete (allowing for holidays and other "downtime") with an average study time of 5 hours per week.



I have found the course a positive and valuable learning experience that has allowed me to develop a true understanding of the voluntary sector, its aims, codes and practices and how to be a more effective and strategic manager within an organisation in this sector.

Caroline Baxter,
Manager of Children's
Services, Enhanceable,
Surrey (Online Course
participant)



The voluntary work placement

After registration on the Foundation Course, each course participant will meet with a Working For A Charity staff member to discuss the participant's experience, skills and interests in order that an appropriate voluntary work placement can be arranged.

Each participant will be placed with a charity for a minimum of twenty days over an eight to twelve week period, or longer by agreement. For those living outside London, the placement can be arranged in their locality. A programme of work will be planned by the host charity to give the participant relevant experience and to provide the charity with a useful resource. The plan will be discussed with the participant and an agreement drawn up and signed by both parties.

Working For A Charity encourages the host charities to create placements which will involve the participants in work of some substance and make the most of the experience and skills of the individual.

Additionally, to enhance the experience gained during the placement there may, if practicable, be some opportunity for the participant to "shadow" a member of the organisation, or to attend certain meetings and to be aware of decision-making processes.

Charity Careers Seminar

This short course takes place in one evening, and is intended to provide an overview of the scope, richness and diversity within the rapidly changing world of charities today.

The course is ideal for you if you're considering embarking on a new role in a charity and want to know where to look, what to look out for and where your skills might best fit.

This insider briefing will describe the key characteristics of the third sector, its size and shape and the current issues it faces.

At the seminar you will:

- Learn about the sector's skills gaps, who and how it recruits and about the range of paid job opportunities;
- Find out about the value and benefits of becoming a trustee or a volunteer and how to find the right role for you;
- Hear from a leading fundraising practitioner about the key role of fundraising and how it enables organisations to deliver their charitable purpose.

Dates, times and venue details for the seminar can be found on our website.



The course was extremely informative and inspiring and gave me a real understanding of all aspects of the voluntary sector and what is involved with the different roles within a charity.



Jane Elston,
Press Officer,
British Association for
Adoption & Fostering
(Foundation Course
participant)



The course I took started in May and I got a job the following month. I know it helped with the process of gaining the 'transition job' I needed. The course was a really important step towards developing my career in the charity sector.



Ian Piper, Chief Executive,
Community First Portsmouth (Foundation Course participant)



Although there are lots of ways of transferring into the sector, Working For A Charity highlights the things that you need to know, the things you need to do, and prepares you for what you will find when you get there.



C. Tom Davis, Marketing Director, External Relations and Communications, Action for Children (Foundation Course participant)

NCVO Working For A Charity aims to increase understanding of the voluntary sector and to encourage new people, with their resources and skills, to join and strengthen the sector.

We have been running courses since 1990 and thousands of people have so far benefited from our training. Many are now working in the voluntary sector and the network of Working For A Charity alumni continues to grow.

Speakers and trainers for all Working For A Charity training programmes have extensive experience of the voluntary sector.

Some of the charities who have taken recent placements with Working For A Charity:

38 Degrees	Macmillan Oxfordshire & Buckinghamshire
Action Against Hunger UK	Meningitis Trust
Age Concern England	One World Action
Ashoka UK	Parkinson's Disease Society
Barnardo's	The Place2Be
BBC World Service Trust	Plan UK
Breast Cancer Care	The Prince's Trust
Camfed, Cambridge	Prostate Cancer Charity
Campaign to Protect Rural England (CPRE)	Refugee Council
The Children's Trust	Send A Cow
Christian Aid	Survival International
Community Development Agency for Hertfordshire	Tearfund
Contact the Elderly	Wales Council for Voluntary Action
Disability and Development Partners	WaterAid
Environmental Protection	Whizz Kidz
The Gorilla Organization (GO)	Worldwrite
	WWF-UK
	YMCA
	YouthNet UK



The course gave a tremendously useful insight into the different sorts of jobs available within the charity sector, as well as a feel for the sort of issues and pressures that affect stakeholders within the third sector – from staff to volunteers to trustees.



Rosemary Guilding,
Legal Advisor, Guide Dogs for the Blind Association (Foundation Course Participant)

Working For A Charity is a project within the Workforce Development team at NCVO.



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