

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.

There are over 600,000 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 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

Our online course “Effective Voluntary Sector Management” has been designed for those who are unable to access our face to face courses. Accredited by Roehampton University, it runs from February to October each year. For more information see our website.

The course was just what I needed to equip me for the voluntary sector; it answered my questions, introduced me to a great group of like-minded voluntary sector beginners, and led me straight to my first job in the sector. I think I'd still be blindly surfing the net for help now without it

Janan Kassir, City Solicitor, now Project Manager, Tower Hamlets Summer University

I thought each of the 7 days was of great interest and value and I believe it is no coincidence that the fortunes of my own newly formed charity began to improve as the course developed

Steve Alcock, Director, NFTE (Enterprise Education Trust)

INTRODUCTORY PROGRAMME

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

Suitable as a “taster” course for people thinking about the sector for the first time.

FOUNDATION COURSE

- seven days of seminars covering key issues
- twenty – 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.

3 DAY EXECUTIVE PROGRAMME

- three days of seminars covering key voluntary sector topics
- intensive course to set the context
- introduction to voluntary sector language, culture and issues

For people who need a fast-track induction to the sector and who do not have the time available to undertake the Foundation course.

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, Head of Marketing and New Business, NCH-The Children's Charity

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 course was invaluable in making the transition from the commercial to the voluntary sector and was interesting and stimulating throughout

Claire Froomberg,
Deputy Director of Finance
and Administration,
NSPCC

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 combination of theory and group work on the training days and the twenty day placement in a host charity

is intended to help each individual to gain further insights into how their skills might be usefully applied and where they might best fit in 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 central London at NCVO from 10 am – 4.30 pm. (address on back page)

The subjects covered include*:

Day 1 Understanding the voluntary sector

The voluntary sector and its importance
How charities work and how they get started
The different ways of relating to charities – as trustee, volunteer, employee or donor
The different stages of a charity's development

Day 2 Jobs in the voluntary sector

Job opportunities – what they are and how to find them
Skills assessment
Developing a CV for the voluntary sector
Applying for jobs in the sector

Day 3 Marketing and public relations in the voluntary sector

The role of marketing
The key elements of public relations
How charities use the media

Day 4 Developing a fundraising strategy

How the voluntary sector is funded
Methods of generating income
How to make the most of donors and supporters

Day 5 Charitable trust funding & company giving

Charitable trusts – how grant-making decisions are made
Project funding
How and why companies give to good causes

Day 6 Financial management, governance & the role of volunteers

Financial management – the regulatory framework
Charity annual reports and accounts
Governance – the duties and responsibilities of Trustees
Recruitment, selection and support of volunteers

Day 7 Equal Opportunities, successful interviews, a springboard for the future

The recruitment process in the context of Equal Opportunities
Interview skills
The importance of networking
Goals and actions for future success

The best management training course I've ever done!

Jean Leston, Foundation course participant,
Transport Policy Officer, WWF- UK

THE VOLUNTARY WORK PLACEMENT

After registration 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 which 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. The participant would also be expected to help with routine administrative work.

The host charity will be expected to provide a clear introduction to its aims and objectives, its work practices and the structure of the organisation.

It should give adequate supervision of the participant's work programme with regular, agreed meetings and evaluation of progress. It will also provide a short report for Working For A Charity and a reference for the participant. In return the charity will benefit, not just from an extra pair of hands but by having a defined project completed within a short period at no cost to the organisation.

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!

Nura V Makki, Fundraising Officer,
Haemophilia Society

The course participants from Working For A Charity are always exceptional; a first class introduction to charity, coupled with their enthusiasm to join the sector, makes their contribution invaluable.

Sonya Trivedy, Head of Corporate, Trusts
and Major Grants, Terrence Higgins Trust

I found the course and placement extremely valuable. The structure and speakers were excellent, with many helpful insights based on real experiences. I gained a good overview of the sector and tips on where to go for more details. The placement led to a permanent job.

Tom Snow, Corporate and Trusts Fundraising
Manager, Treloar Trust

INTRODUCTORY PROGRAMME

This course takes place in two evening sessions to serve as a brief introduction to the voluntary sector:

Part 1 describes **the shape of the voluntary sector and job opportunities within the sector.**

Part 2 covers **the role of fundraising in the voluntary sector.**

The sessions are held in a central London venue (specified on the accompanying information sheet).

They begin punctually at 6pm and end at 8pm. Doors open at 5.30pm.

Speakers and trainers for all Working For A Charity training programmes have extensive experience of the voluntary sector. Details of the current pool of experts can be found on our website www.workingforacharity.org.uk

The course was just what I was looking for – a solid introduction to the sector and a chance to find out if and how my skills could best be used within it. By the end of the course I knew not only that fundraising was what I wanted to do but also that the skills I had acquired in the commercial sector were transferable.

Rosemary Dawson, Development Manager, Family Welfare Association.

Working For A Charity is a project within NCVO which 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.

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Staff: Elaine Smethurst
Manager
Catherine Mortier
Co-ordinator

I found the Working For A Charity course invaluable in helping me to make the transition from corporate to charity sector. The course was very practical, gave me all the information I needed on the charity sector and it was also really helpful to talk to other people on the course who were in a similar position. The 20 day charity placement I did was key to helping me get my first voluntary sector job.

Anne Shinkwin, Corporate Fundraising Manager, UNICEF UK

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

Action Against Hunger UK	Fairtrade Foundation	Prison Advice and Care Trust
Action for Blind People	The Food Chain	Send A Cow
Age Concern Manchester	Fostering Network	Spinal Injuries Association
Barnardo's	Groundwork	Treloar Trust
Breast Cancer Care	Health Unlimited	UnLTD
British Polio Fellowship	Hospiscare, Exeter	Volunteer Reading Help
Campaign to Protect Rural England (CPRE)	Mencap Birmingham	WaterAid
The Children's Trust	National Council for Palliative Care	Whizz Kidz
Christian Aid	NCH	Womankind Worldwide
Community Links	One World Action	Worldwrite
Contact the Elderly	Plan UK	WWF-UK
Crusaid	Parkinson's Disease Society	YMCA
Disability and Development Partners	The Place2Be	YouthNet UK
EveryChild	Prince's Trust	

Our trustee board were most impressed with the work your participant completed. She is one of a number of people who have completed a placement with different charities I have worked for and I have always been extremely impressed with them.

Graham Ball, Chief Executive, British Polio Fellowship