

Transferring your skills to the voluntary sector

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What is a charity?

An organisation:

- Independent of government and business
- Non profit-distributing
- Self-governance
- Voluntarism (money and/or time)
- Provides a public benefit (beyond membership)

Source: The UK Civil Society Almanac NCVO

The voluntary sector workforce

Paid workers	634,000 (508,000 FTE*)
Trustees (unpaid)	900,000
Volunteers	14.1m (at least once per month)

*FTE = full time equivalent

- It is estimated that of the 634,000 paid workers, 235,000 are part-time.
- 1 in 50 of total UK workforce

Workforce trends

- Significant increase (25%) in paid jobs over last 10 years
- Part-time workers 39% (higher than other sectors)
- More temporary contracts in this sector (though 91% are permanent)

Source: UK Voluntary Sector Workforce Almanac

Workforce by size

- 32% are in small workplaces with less than 10 people
- 54% work in orgs of less than 25 people
- Only 3% are in workplaces of 500+

What do charities do?

- Provide services (that no-one else does)
- Campaign (for a better world)
- Offer information and advice
- Counselling and advocacy
- Fund other groups or individuals (research, pilot projects, financial support)

Different causes

- Social welfare
- International development
- Health
- Arts
- Heritage
- Environment
- Education

Types of jobs – service providing

Care worker	Youth worker	Counsellor	Housing worker
Social worker	Outreach worker	Day centre manager	Community worker
Legal / benefits advisor	Help line manager	Information officer	Development worker
Advocacy support worker	Family therapist	Policy analyst	Programme/ Project manager

Types of jobs - infrastructure

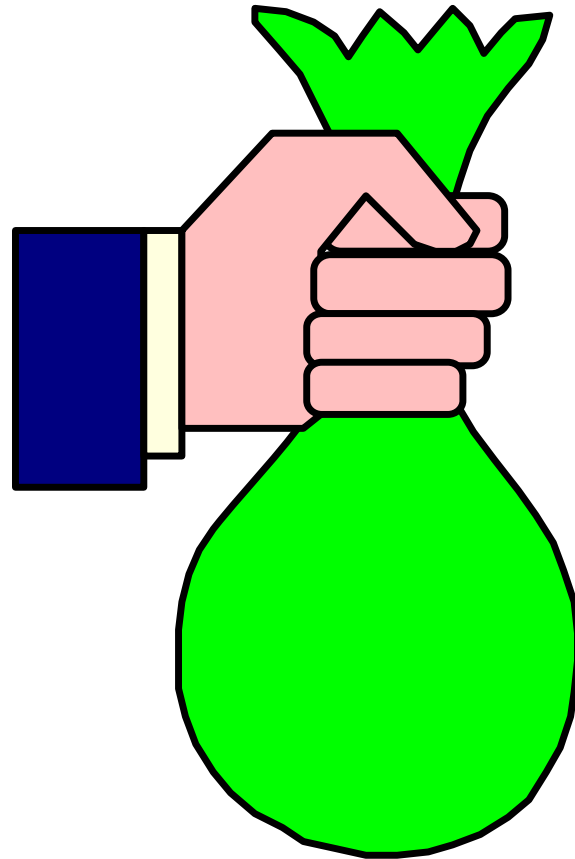
Finance officer	Human Resources manager	ICT manager	Administrative assistant
Accountant	Training officer	Database assistant	Receptionist
Accounts assistant	Volunteers Co-ordinator	Computer Services officer	Central services manager

Types of jobs – fundraising & communications

Community fundraiser	Trusts fundraiser	Trading manager	Internal communications officer
Events organiser	Donor development officer	Shops manager	Publications assistant
Legacy campaign manager	High level Donor development	Press officer	Marketing director
Corporate Sponsorship	Direct marketing manager	Campaigns officer	Website developer

Fundraiser

Good communication
Database knowledge
Good interpersonal
skills
Working to deadlines
Attention to detail
Research skills



Volunteer Co-ordinator

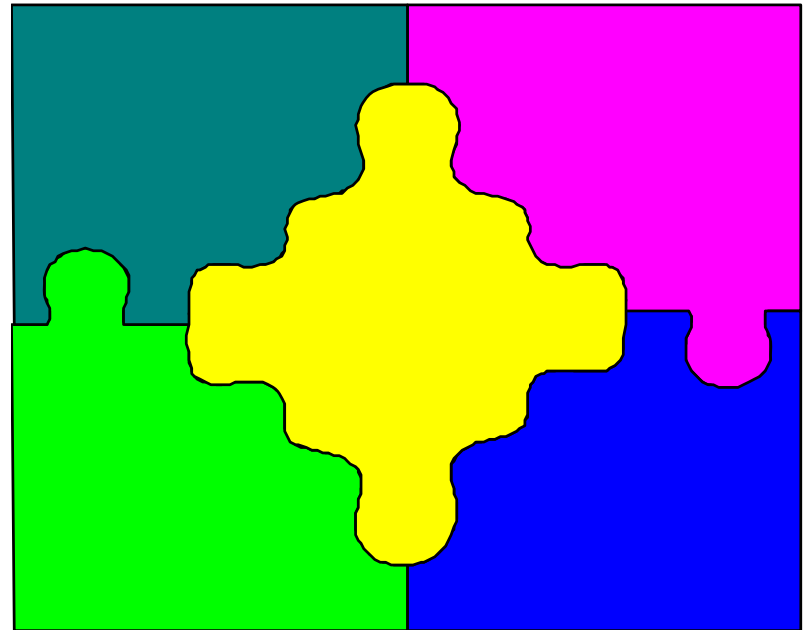
People skills

Time management

Communication

Influencing /
negotiating

Interest in motivation &
development



Administration

Good organiser

People
management

Good communicator

Problem solving

Budget
management



Top Ten Skills Gaps

- Strategic use of IT
- Legal knowledge
- Fundraising
- Strategic planning & forward thinking
- Health & safety
- Marketing
- Communication
- Leadership
- Monitoring & evaluation
- Team working

Skills needed – what have you got?

- Hard and soft skills

gained from:

- Paid work experience
- Hands on experience – volunteering
- Life experience
- Training

Skills needed – what do they want?

- Job application packs
- Person specification criteria
- Essential vs. desirable
- Further research – media, websites, conferences, books
- Networking

What do you want?

- Cause
- Professional development
- Salary & status
- Location
- Size of organisation
- Culture / management style of organisation

Types of jobs?

- Employee – full time, part-time, interim
- Consultant – self-employed
- Agency – marketing, legal, accountancy
- Volunteer – trustee, intern, work placement
- On secondment
- Founder

Making the sale

- Listen carefully to what the charity wants
- Be clear and positive about what you can offer
- Complete the application form as directed
- Demonstrate an understanding of the charity, the role and how you would fit

Where to look

National newspapers esp. The Guardian

The Voice (weekly on Mondays) & Asian Post

Local and regional papers

Evening Standard

Metro

Where to look (2)

Charity websites

Recruitment websites & agencies

www.jobsincharities.co.uk

www.charityJOB.co.uk

www.jobs.guardian.co.uk

www.peopleunlimited.co.uk

www.charityopps.com

www.prospect-us.co.uk

Charity trade press

Third Sector, Professional Fundraising, Engage magazine

Professional press

Marketing Week, TES, Health Service Journal

Where to look (3)

Charities own newsletters, notice boards and email alerts.

Word of mouth. Network as much as you can and talk to as many people as you can.

Careers fairs / exhibitions

forum3 - recruitment/careers fair 10 /11 September 2009
website: www.forum3.co.uk

Sources of information

www.workingforacharity.org.uk

www.ukworkforcehub.org.uk

www.ncvo-vol.org.uk

www.navca.org.uk

www.dsc.org.uk

www.guidestar.org.uk

www.charity-commission.gov.uk

www.institute-of-fundraising.org.uk

Overseas information

- www.bond.org.uk
- www.wse.org.uk
- www.vso.org.uk
- www.experiencedevelopment.org
- www.sussex.ac.uk/cdec/
- www.internationaljobs.org
- www.ids.ac.uk/ids/news/y monday

Volunteering info

www.volunteering.org.uk

www.csv.org.uk

www.do-it.org.uk

www.timebank.org

www.volwork.org.uk

Motivation

Why

- Want to improve things or help society
- Want to learn new skills

Perceived gains

- Enjoy what they do
- Satisfaction with the results