

# Transferring your skills to the voluntary sector

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## What is a charity?

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

Source: The UK Voluntary Sector Almanac NCVO

# The voluntary sector workforce

Paid workers	611,000 (486,000 FTE*)
Trustees (unpaid)	900,000
Volunteers	11.6m (at least once per month)

\*FTE = full time equivalent

- It is estimated that of the 611,000 paid workers, 236,000 are part-time.

## 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

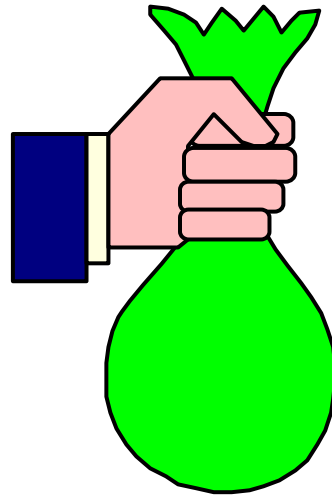
Finance officer	Human Resources manager	ICT manager	Administrative assistant
Accountant	Training officer	Database assistant	Receptionist
Accounts assistant	Volunteers Co-ordinator	Computer Services officer	Central services manager

## 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

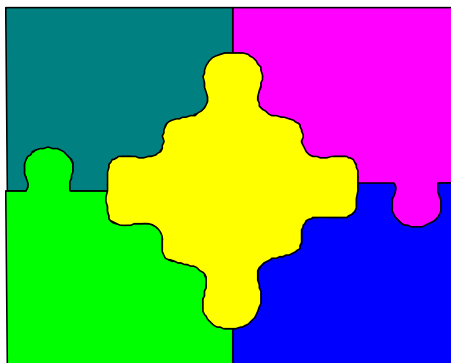
# Fundraiser

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



# Future Skills Needs

- Planning & organising
- Strategic/business planning
- Team working
- Project development / management
- Leadership
- Fundraising
- Computer literacy / IT

- Customer handling
- Partnership
- Problem solving
- Oral / written communication
- Negotiate contracts
- Manage volunteers
- Literacy skills
- Campaigning

## 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

## 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](http://www.jobsincharities.co.uk)

[www.charityJOB.co.uk](http://www.charityJOB.co.uk)

[www.jobs.guardian.co.uk](http://www.jobs.guardian.co.uk)

[www.charitypeople.com](http://www.charitypeople.com)

[www.charityopps.com](http://www.charityopps.com)

[www.prospect-us.co.uk](http://www.prospect-us.co.uk)

### **Charity trade press**

Third Sector, Professional Fundraising, VS 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 12 /13 October 2007  
website: [www.forum3.co.uk](http://www.forum3.co.uk)

## Sources of information

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

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

[www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk)

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

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

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

[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

[www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)

# Volunteering info

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

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

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

[www.do-it.org.uk](http://www.do-it.org.uk)

[www.timebank.org.](http://www.timebank.org)

[www.volwork.org.uk](http://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