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Sometimes referred to as the third Sector and defined as the voluntary or non-profit sector of an economy; described by Jim Joseph (President, Council On Foundations) as "an intermediary space between business and government where private energy can be deployed for public good". Charities cover a huge range of purposes including: Social Care – Animal Welfare - The Environment – Religion - The Arts – Education - Leisure - International Development

There are over 160,000 registered charities in the UK, employing 800,000 workers, of which 650,000 are fulltime equivalent (FTE) paid staff. The sector employs approximately 2.7% of the UK workforce. https://data.ncvo.org.uk/category/almanac/voluntary-sector/volunteers-workforce/

Volunteers are a key element in the sector, and volunteering is basically the community mobilising to achieve goals. During a recent survey, 44% of adults in England said that they had volunteered formally at least once in the previous 12 months. This equates to 23.1 million people in England formally volunteering at least once a year.

Why work in Charity & Not for Profit Sector?

- Rewarding:
- Exciting training and development opportunities
- Great variety of career paths
- Global opportunities
- Significant growth in this Industry
- Challenging

Key Skills:

- Leadership
- Ability to prioritise and multi-task
- Interpersonal skills
- Flexibility and Innovative
Organisations that support Military Recruitment
Organisations that support Military Recruitment

The Wellcome Trust is the largest voluntary organisation with an expenditure of £728.1M and is a global charitable foundation dedicated to achieving extraordinary improvements in human and animal health. Their breadth of support includes public engagement, education and the application of research to improve health. Current vacancies include Project Officers, Coordinators, Administrators, Medical staff and Analysts. [https://wellcome.ac.uk/jobs](https://wellcome.ac.uk/jobs).

The RFEA are part of the CTP and along with the OA, deliver employment support to Service leavers who are registered with the CTP. In addition to this, the RFEA are a long-established Service charity and within that remit, offer job finding assistance to veterans for life. [https://www.rfea.org.uk/](https://www.rfea.org.uk/).

Cancer Research UK funds scientists, doctors and nurses to help beat cancer sooner. They also provide cancer information to the public. A number of bodies work together to ensure that they make the best use of the funds they receive and continue to carry out world-class research. Current vacancies range from Scientific Officers to Shop Assistants and are located UK wide. [http://www.cancerresearchuk.org/support-us/volunteer](http://www.cancerresearchuk.org/support-us/volunteer).

The National Trust is a charity that works to preserve and protect historic places and spaces - for ever, for everyone, and has an overall income of £450M, a membership numbering 3.9 million and over 60,000 volunteers. [http://www.nationaltrust.org.uk/](http://www.nationaltrust.org.uk/).
Oxfam focuses on vital issues to tackle the root causes of poverty, from life's basics to complex questions. When an emergency hits, Oxfam is there. Their teams are responding to around 25 emergencies worldwide. Current vacancies across 90 different countries include Programme Management, Communications, Logistics and Administration. https://jobs.oxfam.org.uk/.

Save the Children works in 120 countries. They save children’s lives and fight for their rights, helping them fulfil their potential. Its vision is a world in which every child attains the right to survival, protection, development and participation. Current vacancies include humanitarian, HR and fundraising roles. https://jobs.savethechildren.org.uk/home/.

British Heart Foundation is leading the fight against the UK’s single biggest killer - coronary heart disease. They fund thousands of research projects around the UK that are fighting heart disease. Look at the current vacancies. https://jobs.bhf.org.uk/BHF/Vacancies/VacancyMenu.asp.

The ICRC is an independent, neutral organization ensuring humanitarian protection and assistance for victims of armed conflict and other situations of violence. It takes action in response to emergencies and at the same time promotes respect for international humanitarian law and its implementation in national law. https://www.icrc.org/en/who-we-are/jobs.
Why work in Charity & Not for Profit?

There's more to the charity sector than raising money but one thing is for certain - you'll need a genuine passion to improve and enrich society to succeed. If you'd like to make the world a better place the charity and voluntary sector gives you plenty of opportunity to do so. Charity careers are very often varied and flexible. Role opportunities can be incredibly diverse, offering unique professional pathways for those open to new possibilities.

Diversity of opportunity

There's a diverse range of opportunities in the third sector. In a small organisation, you may need to be a jack-of-all-trades, while larger charities look for employees with specific professional skills and experience.

A global career

Charity and Not for Profit is international in nature and some roles can offer excellent opportunities for travelling and working in other countries.

Still Thinking!

Other work sectors sometimes leave employees feeling like just another “cog” in the wheel. Frustrated by a limited scope of input, the voice and ambition of company staff can be stifled. With people prioritised as an organisational asset, charities value employees of all levels to relentlessly pursue the cause. Harnessing the ideas and ambitions of individuals is central to making a successful collective contribution.

And finally…

Those who have worked across public, private and charity sectors, often notice something refreshing within the latter. By not being beholden to market forces, shareholders or government influence, they retain an integrity appreciated by principled employees. This integrity equates to freedom and an agility to react more quickly, shaking off internal politics or “red tape” bureaucracy to do better work.
Charity in detail, what do they do?

Here are a few examples of jobs from across the Charity spectrum:

What happens in Charity and Not for Profit?

If you're looking for a socially-conscious career that has a positive impact on people and communities, the third sector is a good place to start. Discover what this highly rewarding industry has to offer. According to the Labour Force Study, 57% of employees in the voluntary sector are employed in the Health and Social Work employment category. Within this broader category, 67% are employed in Social Work activities without accommodation (mobile), amounting to 300,000 people. A further 110,000 people (14% of the voluntary sector workforce) are employed in Residential Care activities, with an additional 95,000 employees engaged within the Education category. Most if not all organisations within this sector require one or more of the following roles:

- Office Support Staff
- Management
- Specialty Managers or Program Assistants
- Public Relations Specialists
- Fundraisers
- corporate social responsibility (CSR)
Office Support Staff

Larger Non-Governmental Organisations (NGO) offer, and require, administrative support jobs.

- Advocacy,
- grant-making,
- and civic organisations tend to employ
- bookkeeping,
- accounting, and auditing clerks,
- receptionists,
- interns,
- executive secretaries,
- administrative assistants,
- office managers.

Management

Chief Executives in advocacy, grant-making, and civic organisations create policies and manage an office or project's daily operations. The Chief Executive Officer reports to the Board of Directors, which is ultimately responsible for success or failure of a project.

In a larger organisation with offices around the world - UNICEF or PEN American Centre for example - Chief Executives may direct Specialty Managers who manage one section of the organization (like a mission or clinic in a small African village) to ensure the goal is underway. In smaller organisations, executives direct many or all of the NGO's branches and personnel.

Right For You?

- Problem Solving Skills
- Good Under Pressure
- Organised
- Good Communication

Right For You?

- Leadership
- excellent communication and 'people' skills
- Attention to Detail
- Patience and Diplomacy
Specialty Managers or Program Assistants

Common types of Operations Specialty Managers in advocacy, grant-making, and civic organisations include social and community service managers and program assistants.

Job descriptions for these positions call for employees to plan, organize, or coordinate social service activities or community outreach initiatives. Specialty Managers oversee the program or organisation's budget and polices including participant or membership involvement.

Public Relations Specialists

Public Relations specialists handle functions such as media, community, consumer, campaigns, and interest-group representation.

Employees in this job prepare press releases, encourage members to join the organisation or campaign, and contact media people who might print or back their material in broadcasts or TV ads.
Fundraisers

Fund-raising and membership sometimes come with the job title Director of Development or a similar title. Fundraisers locate financial sources and other gifts needed to keep an organisation or project running.

Typical fundraiser job descriptions call for candidates who can ask for large financial gifts from individual donors, solicit bequests, host special fund-raising events, and apply for grants.

The fundraiser may also write powerful letters and blogs encouraging the public to join their mission. In smaller organisations, the Director of Development also acts as the fundraiser.

Corporate Social Responsibility (CSR)

Many Charities and Not for Profit Organisations are now incredibly keen to make sure that their practices, processes, products and procedures are ethical, sustainable and environmentally friendly. In short, they see themselves as having a ‘corporate social responsibility’ (CSR).

This commitment to corporate social responsibility is partly for philanthropic reasons, but an impressive CSR strategy can also enhance a company’s reputation and thus maximise its profitability.

Responsible for defining and developing the strategies which underpin a company’s CSR objectives. They conduct research, come up with ideas, develop policies, create detailed plans, build relationships with partner organisations, and then implement and coordinate a range of activities and initiatives which are designed to have a positive impact on the environment and local communities.
Know your skills? Service leavers have the skills that the Charity Industry is looking for

Decision Making: Do not underestimate the value of your experience. For example, the experience of handling difficult, ambiguous situations where you have had to make a decision at the spur of the moment.

Leadership: There is no institution in that world that teaches you leadership like the military.

Communication: Service Leavers have excellent communication skills. Good communication skills in the workplace is all about being able to convey information to people clearly and simply, in a way that means things are understood and get done. It’s about transmitting and receiving messages clearly, and being able to read your audience.

Organisational skills: Many jobs in the military revolve around organisation and require meticulous attention to details and deadlines. There are a variety of jobs in the Charity sector that are a perfect match for Service leavers in departments like Operations, Health and Safety, Management, and Technology.

Focus & Discipline: Service leavers are very good at focusing on the mission and have a very strong set of principles that form the basis of how they conduct themselves. Service leavers also have a high degree of discipline and attention to detail learned on active duty. These attributes are highly transferable in the Charity sector.

Essential skills: Working for a charity requires commitment and empathy, along with the skillset to communicate with users and supporters across a number of different platforms. If you have the dedication to go beyond the expectations of a ‘normal’ workplace and make a real difference to somebody truly in need, the charity sector might be the one for you. The work will be challenging, sometimes thought provoking and possibly even emotional, but one thing is for certain, it is rewarding and energising to help those in need on a daily basis.

In order to set yourself apart, you will also need to show you have:

- Leadership qualities and interpersonal skills
- Initiative and enterprise
- Analytical ability and a talent for problem solving
- Influencing skills and the ability to negotiate
- The ability to be inquisitive and research topics thoroughly
- Resilience
Charities that can't pay competitive salaries can instead offer their staff other benefits that make for an attractive workplace without huge cost implications. Regionally, the salary picture is a mixed bag.

If you work in London your pay and benefits are likely to be between 31% and 50% behind other sectors. But what is the picture elsewhere in the UK?

A recent survey of pay and benefits in the charity sector, surveyed over 250 UK charities and over 40,000 employees and found a number of regional differences.

In London the average charity salary is £34,124 compared to the lowest charity salaries in the UK, which are in Scotland at £28,600 and West Midlands at £28,420, on average.

In the UK the average pay for Chief Executives in charities is £82,324, which is well behind the medium median of £166,516 in other sectors.

Within charities the highest paid director jobs are in IT, followed by science and finance.

While at a junior management level the highest earners are in purchasing and supply, specialist and information services roles.

**Benefits/Bonuses** – Below is an example of benefits offered by most companies

- Company Car
- Petrol Allowance
- Pension Scheme
- Health Plan
- Guaranteed Bonus
- Performance – Related Bonus
- Flexible Working
- Home Working
Where can I find work experience?

Volunteering is a good way to gain relevant experience. It helps you develop key skills and shows potential employees that you have a good understanding and commitment to the organisation and / or sector.

However, some charities feel it should be made clear that volunteering does not necessarily lead to a job within the organisation.

- Many charities allow volunteers access to their internal vacancy listings and also have volunteer sections on their websites.
- Some charities offer the opportunity to work as an intern.

Where can I work?

Small and medium-sized enterprises (SMEs) are organisations with fewer than 250 employees, and often less than 50, with an annual turnover not exceeding €50 million and a balance sheet total of not more than €43 million. http://ec.europa.eu/growth/index_en.htm working for a smaller charity can be rewarding because you are more likely to forge a path for yourself within the organisation. It can provide you with the opportunity to experience all aspects of charity work.

SMEs are unlikely to use the testing and assessment techniques of larger organisations, or follow lengthy recruitment procedures. SMEs are more likely to advertise their vacancies through the local press, university careers service bulletins, local graduate vacancy listings, job centres or by word-of-mouth, rather than rely on their reputation and a presence at graduate recruitment fairs.

Self Employment

Charities are set up by individuals with an entrepreneurial vision who see a need in society and wish to do something about it. The Charity Commission for England and Wales provides guidance on how to set up a charity. This includes factors to think about before setting up a charity and understanding how a charity must operate.

It is possible to work as a consultant in this sector, often for infrastructure organisations. Having significant experience and knowledge plus a network of contacts will be essential. Opportunities exist for consultants to work in a variety of different fields including fundraising, strategic review and finance.
Training Useful in the Charity Sector

Career Transition Partnership offers a range of courses relevant to the Charity Sector.

Resilience & Contingency

- Leading and Managing Organisational Resilience

Related Training

- Charity Management Awareness
- Managing Safely (IOSH)
- NEBOSH General Certificate
- Finance for Non-Financial Managers
- Project Management
- Management of Risk
- Combined Quality Internal & Lead Auditor
- Certificate in Human Resources Practice
- Lean Six Sigma
- Intermediate Management Achievement Course
- Certificate in Human Resources Practice

There are several CTP Preferred Suppliers who also offer relevant training for this sector. For a full list please follow the link (workshops and training courses) to the list on the CTP website.
Further Information

http://www.institute-of-fundraising.org.uk
NCVO - Useful for sector news, discussions, and policies; as well as information about running an effective charity. Sign up to receive free e-newsletters on topics from campaigning to governance and funding to leadership. www.ncvo-vol.org.uk
Know How Non Profit - Lots of useful discussion and content on setting up and running a not-for-profit organisation. www.knowhownonprofit.org
See their low-cost, bite-sized online training in their Study Zone.
Vol Resource - Information for voluntary and community organisations including practical resource advice and a regular e-newsletter. www.volresource.org.uk
Third Sector - Probably the most well-known voluntary sector news site, also provide e-summaries to your inbox. Still prints and distributes a weekly hard-copy magazine. www.thirdsector.co.uk/
Civil Society - News from across the sector and doesn't charge for content. E-newsletters on a range of areas (e.g. finance) www.civilsociety.co.uk/
Voluntary Sector Network - News and comments with online forums and an e-newsletter www.guardian.co.uk/voluntary-sector-network

International Jobs
Finding international development jobs can be extremely difficult due to the popularity of the sector. Working overseas can be incredibly challenging, and many jobs require highly specialist skills and specific person requirements.
Unfortunately, there is no sure fire way of finding jobs in international development.

It is not uncommon for minimum requirements to include a Master’s degree in a specialist subject and/or the ability to speak a second language. Agencies very often look for candidates within the local country, and this substantially broadens the competitive landscape for international development vacancies.

It is recommended that if you are considering pursuing a study course in International Development that you also work in collaboration with an International Development organisation when carrying out any research work. You might be able to carry out research on their behalf, and so establish a close working relationship with a particular organisation.
International development charities attach a great deal of emphasis to fieldwork experience; so a great way to acquire suitable skills and work experience is to consider undertaking an internship in the UK or think about volunteering abroad in a developing country.
Ultimately, the most desirable candidates are those with specific skills and work experience, coupled with the ability to speak a second language. But those who are committed and passionate about the organisation’s work will often stand out from the crowd.
• Try to develop your skills and experience in a specific region or a specialist field of international development.
• Build up an understanding of the current issues faced by the developing world.
• Volunteer or work as an intern within a local internationally focused charity.
• Consider studying abroad.
• Pursue a higher degree in a relevant specialist subject area.
• Work in collaboration with an international development charity during any academic work.
• Don’t forget the benefits of broadening your language skills.
Useful Links

**News and trends**
Use the link below to access the most up to date news headlines within the sector

http://www.thirdsector.co.uk/news
http://www.charity-commission.gov.uk/About_us/About_the_Commission/newslist.aspx
https://www.cobseo.org.uk/news/topics/job-vacancy/
### Other Service Charities & Organisations

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<td>Air Crew Association</td>
<td>RAF Families Federation</td>
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<td>Army Benevolent Fund</td>
<td>RAF Widows Association</td>
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<td>Army Families Federation</td>
<td>RFEA - Regular Forces Employment Association</td>
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<td>Army Widows Association</td>
<td>Royal Navy &amp; Royal Marines Children’s Fund</td>
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<td>Association of Jewish Ex-Service Men and Women</td>
<td>RN Officers Charity</td>
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<td>Association of Wrens</td>
<td>Royal Air Forces Association (RAFA)</td>
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<td>BEWSA</td>
<td>Royal Airforce Benevolent Fund</td>
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<td>BLESMA - British Limbless Ex-Service Men's Association</td>
<td>Royal Alfred Seafarers’ Society</td>
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<td>British Forces Foundation</td>
<td>Royal British Legion</td>
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<td>British Korean Veterans Association</td>
<td>Royal British Legion Industries</td>
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<td>British Nuclear Tests Veterans Association</td>
<td>Royal British Legion Scotland</td>
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<td>The Burma Star Association</td>
<td>Royal Caledonian Schools Trust</td>
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<td>The Chasely Trust</td>
<td>Royal Commonwealth Ex-Services League</td>
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<td>Combat Stress</td>
<td>Royal Irish Aftercare Service</td>
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<td>Erskine</td>
<td>Royal Marines Association</td>
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<td>Federation of Naval Associations</td>
<td>Royal Naval Association</td>
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<tr>
<td>St Dunstans – Blind Veterans</td>
<td>Royal Navy Benevolent Fund</td>
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<td>Forces Pension Society</td>
<td>The Royal Navy and Royal Marines Charity</td>
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<td>Merchant Navy Welfare Board</td>
<td>The Royal Observer Corps</td>
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<tr>
<td>George Cross Island Association</td>
<td>The Sailors’ Families Society</td>
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<td>Greenwich Hospital</td>
<td>Scottish Veterans’ Garden City Association</td>
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<td>Help for Heroes</td>
<td>Seafarers Support</td>
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<td>Home Service Force Association</td>
<td>Seafarers UK</td>
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<td>Lord Leycester Hospital</td>
<td>Skill Force Development</td>
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<td>Merchant Navy Association</td>
<td>SSAFA Forces help</td>
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