This handout contains information and resources relating to careers in Charity & International Development. Whether your interests lie in charities in the UK or overseas, you’ll find numerous resources on these pages.

Like the majority of our sector handouts, the content is divided into three sections: Discover, Focus and Action.

King’s CareerConnect
www.kcl.ac.uk/careerconnect
King’s CareerConnect is our exclusive online career portal enabling students and recent alumni to engage with our services. Once logged in, you can access our vacancy board and search hundreds of part-time roles, placements, internships and graduate-level opportunities, book one-to-one careers or application guidance appointments, apply for exclusive King’s Internships and view our full events calendar to book attendance at our many events throughout the year.

UK-Focused Charity Careers

Discover
This section contains resources that will give you an introduction and overview to the sector.

Many graduates are attracted to working in the public sector or in charities. Charities offer a range of different opportunities within a not-for-profit environment. Unlike NGOs and multilateral organisations, Charities are generally concerned with domestic issues.

You’ll find that the diversity in these sectors is huge, with roles tending to exist within the following core areas:

- Policy and Research – involves gathering evidence and producing reports.
- Programmes and Operations – implementing and managing the logistics of activities and schemes relating to the charity’s ethos’ and beliefs.
- Fundraising
- Advocacy and Lobbying – using the findings from research and reports to lobby governments, interstate organisations and others with the aim of influencing policy changes.
- Media and Communications
- Support Functions – HR, finance, admin etc.

While some small organisations will have people whose roles cut across different areas, generally roles exist fairly exclusively within one of these areas. In bigger organisations, the majority of roles are in Fundraising, Advocacy and Lobbying, Media and Communications and Support Functions, with far fewer in Policy and Research and Programmes and Operations. Though departments are all intertwined to an extent, it’s important to realise that they are very different in their nature.

Institute of Fundraising
www.institute-of-fundraising.org.uk
Professional body for fundraisers. Includes detailed careers information section.

Ethical Careers
www.ethicalcareers.org
News, featured articles, and research about ethical careers.

AGCAS Knowledge Centre
www.agcas.org.uk/Knowledge-Centre
AGCAS Knowledge Centre includes careers information for students, graduates, and careers professionals. Find research and publications, case studies, and other useful resources on their website.

Focus
Information for those of you starting to think that a career in UK Charities might be for you, and who want to explore it in more detail.

Third Sector
www.thirdsector.co.uk
Magazine published by Haymarket offers the news, views and analysis on the key issues facing the sector long with case studies, tips and practical advice.

World Association of Non-Governmental Organizations (WANGO)
www.wango.org
Comprehensive list of NGOs searchable by geographical and policy interest.

Charity Choice
www.charitychoice.co.uk
Directory of UK charities.

UK Charity Jobs
www.ukcharityjobs.com
UK Charity Jobs is dedicated to all levels of charity jobs, and also includes a useful Career Advice section for those new to the Charity Sector.

Action
Resources which will allow you to take concrete steps towards achieving your career goals in the sector.

CharityJOB
www.charityjob.co.uk
Vacancies website for fundraising jobs, charity jobs, and third sector jobs in the UK.

Charity People
www.charitypeople.co.uk/
A recruitment agency specialising in the not-for-profit sector.

Good Moves
www.goodmoves.org.uk/home/home.asp
Jobsite for charities and the voluntary sector. Vacancies for working with children, in the arts, environment, with disabled people and more.

Jobs in Charities
www.jobsincharities.co.uk
Paid and voluntary positions at all levels in not-for-profit organisations.
Worthwhile

www.worthwhile.org.uk

Worthwhile offers high quality training and access to a network of mentors through their Graduate Scheme. Other roles in the sector are also advertised.

Do-It

www.do-it.org.uk

Very large, searchable site offering volunteering opportunities in numerous capacities.

Volunteering Matters

www.volunteeringmatters.org.uk

Volunteering organisation with over 180 UK volunteering programmes. Browse volunteering opportunities across the UK to find the type of project that suits you.

International Development Careers

Discover

This section contains resources that will give you an introduction and overview to the sector.

BOND: British Overseas NGOs for Development

www.bond.org.uk

A UK network of voluntary organisations working in international development (non-governmental organisations or NGOs). Includes a directory of member organisations.

DSA guide to Development Studies Courses

www.devstud.org.uk/membership/directory

Guide to development courses.

DEVEX

www.devex.com

Membership site, some free content including industry insights, news from the sector and a vacancies page.

Focus

Information for those of you starting to think that a career in International Development might be for you, and who want to explore it in more detail.

Organisation for Economic Co-operation and Development

www.oecd.org/careers

With 35 member countries, OECD considers it its mission to promote policies that will improve the economic and social well-being of people around the world. Visit their website to browse jobs and internships programmes. It also includes the Development Centre, which is a forum where countries share their experience of economic and social development policies: www.oecd.org/dev

Ethical Volunteering

www.ethicalvolunteering.org

This site offers advice & information for people who are interested in international volunteering and want to make sure that what they do is of value to themselves and the people they work with.

World Association of Non-Governmental Organizations (WANGO)

www.wango.org

Comprehensive list of NGOs searchable by geographical and policy interest.

Directory of Development Organisations


Guide to international organisations, governments, private sector development agencies, civil society, universities, grant makers, banks, microfinance institutions and development consulting firms in Europe.

OneWorld UK

www.oneworld.org

OneWorld has published online global justice content for over 20 years. News and opinion pieces make the site stand out, along with a very useful ‘Events in London’ and ‘Recommended Events’ guide – highlighting films, cultural and political events, talks and other activities that you may be interested in.

Action

Resources which will allow you to take concrete steps towards achieving your career goals in the sector.

DevNetJobs.org

www.devnetjobs.org

International development jobs board.

Idealist

www.idealist.org/en

Browse jobs by organisation type or areas of focus.

Inter Cultural Youth Exchange (ICYE)

www.icye.org.uk

ICYE is an international volunteering charity working in the field of intercultural learning and youth development.

UN Volunteering

www.onlinevolunteering.org

Opportunities to volunteer with the United Nations worldwide, mainly in the developing world.

Voluntary Service Overseas (VSO)

www.vsointernational.org/

International development charity working through volunteers, with volunteering opportunities in 24 developing countries across Africa, Asia and the Pacific.

Another good way of keeping up to date with the international development sector is by signing up for newsletters from a few of the key industry players. These will keep you up to date with the latest industry news, any vacancies being advertised, and events you might be able to attend. A few of the key ones include:

BOND – www.bond.org.uk

CRIN (Child Rights International Network) – www.crin.org

AWID – www.awid.org

Irin news - www.irinnews.org

Enhanced Learning and Research for Humanitarian Assistance (ELRHA) – www.elrha.org

UK Aid Direct – www.ukaiddirect.org


Alertnet – www.news.trust.org/humanitarian/

Reliefweb – www.reliefweb.int

Mango - www.mango.org.uk

Development and NGOs

Discover

This section contains resources that will give you an introduction and overview to the sector.

Development NGOs are concerned with longer term development and include voluntary and religious organisations of all sizes and varying regional focus. Humanitarian relief NGOs offer immediate response to crises such as natural and war related disasters. Whilst there are some organisations that concentrate only on
development or humanitarian relief, most NGOs do elements of both.

What roles are there?

- **Advocacy**
  Individuals who work in advocacy act in order to influence the systems that the organisation operates within. This is an area of increasing focus for organisations who seek policy change and campaign in developed countries on behalf of developing ones. Many NGOs will specialise in certain issues such as arms control or food supply but BOND (British Overseas NGOs for Development) provide advocacy across a broad range of issues. Advocacy professionals design initiatives to achieve specific goals. This can include pamphlets, newsletters, petitions and annual reports and often incorporates statistics and engaging the media. Being confident and able to influence others through formal and informal channels is crucial.

- **Emergency Relief**
  The immediate aftermath of a natural or man-made disaster requires people with very technical skills, e.g. medical professionals, engineers, accountants and field logisticians. Once the initial situation has stabilised other roles and skills become required that are not as technical, e.g. housing, administration, communications and programme management. Most roles in emergency relief that do not require technical skills come under the category of logistics with job titles like Programme Officer and ultimately Programme Manager. Languages, knowledge of other cultures and emotional resilience are desired attributes.

- **Fundraising**
  This is a varied area and includes grant writers, membership managers and event managers. It also breaks down into individuals & events, corporate businesses, trusts, foundations and multilaterals which all require different skills. It is common to start in events and individuals but try to get varied experience if you want to maximise your progression opportunities. Being effective in these roles incorporates marketing, technology and customer service which may be why fundraising is often not an area that initially interests many people drawn to the sector. It should however be considered as it offers a route to becoming relatively well paid reasonably quickly compared to other roles.

- **Administration**
  Administration roles are clearly valid as a career in their own right but they can also be seen as an entry point into the sector to ultimately apply as an internal candidate for other roles with the NGO. This can prove successful but it’s worth appreciating that you will still need to demonstrate evidence of the required skills in your initial application. Evidence of commitment to development work is also important as shown by UK based and / or international volunteering. The duties involved will vary significantly but generally involve providing support for specialist staff, liaising between different people and ensuring the office is run efficiently. Roles such as HR, IT and finance come under this heading as core functions of all organisations.

Any Tips?

Getting into this area can be very difficult as you will find yourself potentially competing with hundreds of applicants per vacancy. For example, the large NGO CARE recently had over 800 applicants for one entry level vacancy. By researching and applying to smaller NGOs you will be competing with fewer other applicants which will increase your chances of success. Organisations place a lot of emphasis on recruiting people who ‘fit’ their values and beliefs so it is also worth you as the candidate thinking about what is important to you and what your interests are. You can then seek to join a company that ‘matches’ these.

Focus

*Information for those of you starting to think that a career in NGOs might be for you, and who want to explore it in more detail.*

How can I get experience?

- **International volunteering**
  All recruiters in this area are keen to emphasise the importance of gaining what they refer to as ‘field experience’. This can be achieved by completing a volunteering programme abroad, working ‘hands on’ in developing regions. These programmes do require applications and one of the key experiences they like to see is prior UK volunteering. There is a separate handout on this – please ask in Careers and Employability.

- **UK Volunteering**
  Even if you only have a few hours a week to spare you should be able to find a volunteering role to fit around your other work and study commitments. It is a good idea to think about the kind of causes you are most interested in and research organisations that work in that area to maximise both your enjoyment and the benefit for your future job hunting.

- **Internships**
  It is not uncommon for charities and NGOs with UK headquarters to recruit full or part-time Interns to fulfil office administration duties. Such internships have the benefit of showing your commitment to the sector, developing transferable office skills and giving you an opportunity to network which might open up future opportunities. These internships are unlikely to be paid due to organisations with charitable status being exempt from the requirement to pay the national minimum wage and can be full or part-time.

- **Virtual volunteering**
  Virtual volunteering refers to working remotely for an NGO that can be based anywhere worldwide. These volunteering arrangements offer lots of flexibility as you are not committing to specified work hours and can work from home. The duties of the internship can be tailored to your future interests, e.g. if you are interested in marketing you could volunteer as a social media intern or if you are interested in fundraising you could run a fundraising campaign.
• **Student societies**
As a current student you can join a relevant University society or establish a new one to show initiative. For example, a graduate who was successful in joining the Oxfam graduate scheme in 2011 had previously set up an Oxfam student society at her University. Depending on the role you have in the society, this would allow you to show leadership, marketing, team work and/or fundraising skills as well as commitment to the sector/specific organisation.

• **Professional memberships and short courses**
In addition to the above, being able to add to your CV that you are a member of sector based organisations can help communicate your commitment to the sector. Examples of such organisations are Student Initiative: (www.thestudentinitiative.org) and World Development Movement: (www.wdm.org.uk). RedR run short courses on different areas of relief work (www.redr.org.uk).

**United Nations Association**
www.una.org.uk
UK’s leading source of independent analysis on the UN, and a UK-wide grassroots movement. Excellent and detailed careers section.

**Eldis**
www.eldis.org
Eldis is an incredibly comprehensive online information service, providing free access to relevant, up-to-date and diverse research on international development issues.

**Directory of Development Organisations**
Excellent, very detailed country guides to NGOs and charities; who they are and what they do. Link is for the Europe guide.

**World Service Enquiry**
www.wse.org.uk/index.htm
An information site for those interested in working or volunteering in the development sector.

**Action**
*Resources which will allow you to take concrete steps towards achieving your career goals in the sector.*

**Devex**
www.devex.com/en
Comprehensive development/NGO vacancies site. Jobs in many policy areas across the world. Many are for experienced professionals, but this is a good way of understanding what roles exist and what experience and skills are required to reach that level.

**GuideStar**
www.guidestar.org.uk
Large database of UK charities, searchable by keyword. Very useful if you know the policy area you are interested in, but don’t know what charities exist in that area.

**Third Sector**
www.thirdsector.co.uk
UK-based jobsite for charity, third-sector and related areas. News, vacancies and a detailed careers advice section.

**Guardian Jobs**
www.jobs.theguardian.com
Has a section of charity jobs.

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