Whether your interests lie in charities in the UK or overseas, you’ll find numerous resources on these pages. In either case, two key resources will benefit you.

**Careers Tagged**
[www.careerstagged.co.uk](http://www.careerstagged.co.uk)
Careers Tagged is an online careers library. Type a keyword (such as ‘Job site’) and you’ll find information sheets, job sites, blogs, professional organisations and much more. Narrow your search by typing a second keyword (such as ‘Development’). All material is vetted and checked by careers staff, to ensure it is useful and relevant. When searching on Careers Tagged enter tags that relate to the resources you are looking for, for example: **CHARITY, INTERNATIONAL DEVELOPMENT, FUNDRAISER, NGO, POLITICAL RISK, POLICY, CONFLICT, THINK TANKS**

**Jobonline**
[www.kcl.ac.uk/jobonline](http://www.kcl.ac.uk/jobonline)
King’s graduate vacancy site – updated daily with dozens of jobs in a wide range of sectors. All geared towards current students and recent graduates. Use the “Charities & NGOs” filter under Job Sectors to narrow down your results.

**UK-focused charity careers**
Many graduates are attracted to working in the public sector or charities as they offer a range of different opportunities within a not-for-profit environment, plus opportunities for progression. Charities are generally concerned with domestic issues, unlike NGOs and multilateral organisations, which tend to operate worldwide.

There is huge diversity in these sectors, 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. At 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

**Essential sites**
- **Institute of Fundraising**
  [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk)
  Professional body for fundraisers. Includes detailed careers information section.
- **Ethical Careers**
  [www.ethicalcareers.org](http://www.ethicalcareers.org)
  News, featured articles, and research about ethical careers.
- **Third Sector**
  [www.thirdsector.co.uk](http://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.
- **Working for a Charity**
  [www.wfac.org.uk](http://www.wfac.org.uk)
  Promotes “the voluntary sector as a positive career option for those seeking paid employment in the sector” as well as providing information for potential volunteers.

**Directories of possible employers**
- **World Association of Non-Governmental Organizations (WANGO)**
  [www.wango.org](http://www.wango.org)
  Comprehensive list of NGOs searchable by geographical and policy interest.
- **Charity Choice**
  [www.charitychoice.co.uk](http://www.charitychoice.co.uk)
  Directory of UK charities.

**Job sites**
- **CharityJOB**
  [www.charityjob.co.uk](http://www.charityjob.co.uk)
  Vacancies website for fundraising jobs, charity jobs, and third sector jobs in the UK.
- **Charity People**
  [www.charitypeople.co.uk](http://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.

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

Voluntary Sector Jobs  
www.voluntarysectorjobs.co.uk  
Voluntary Sector Jobs is dedicated to all level of charity jobs and work throughout the third sector and charity sector.

Worthwhile  
http://www.worthwhile.org.uk/  
Worthwhile offers a series of ten-month graduate level placements in the charity sector with partner organisations. Other roles in the sector are also advertised.

Volunteering

Do-It  
www.do-it.org.uk  
Very large, searchable site offering volunteering opportunities in numerous capacities.

CSV (Community Service Volunteers)  
www.csv.org.uk  
Volunteering and training organisation.

Further information

A guide on voluntary organisations as providers of healthcare services, includes case studies.

International Development Careers

Essential sites

Getting into International Development  
www.careers.lon.ac.uk/blog/development  
Our blog exploring all areas of international development. The Careers Group also publish a book that is available through the site.

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.

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.

Directories of possible employers

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

Directory of Development Organisations  
www.devdir.org  
Guide to international organisations, governments, private sector development agencies, civil society, universities, grant makers, banks, microfinance institutions and development consulting firms around the world.

Job sites

DevNetJobs.org  
www.devnetjobs.org  
International development jobs board.

Volunteering

Inter Cultural Youth Exchange (ICYE)  
www.icye.org.uk  
ICYE is an ethical volunteering organisation with over 50 years of experience in international volunteering.

UN Volunteering  
www.onlinevolunteering.org  
Opportunities to volunteer with the United Nations, mainly in the developing world.

Further Study

DSA guide to Development Studies Courses  
www.devstud.org.uk/directories/course  
Guide to development courses.

Further information

DEVEX  
http://devex.com  
Membership site, some free content including industry insights, news from the sector and a vacancies page.

OneWorld UK  
www.oneworld.org  
OneWorld brings together more than 1,500 organisations from across the globe to promote sustainable development, social justice and human rights. News and opinion pieces make the site standout, along with a very useful ‘What’s on’ guide to London – highlighting films, cultural and political events, talks and other activities that you may be interested in getting involved with.

Voluntary Service Overseas (VSO)  
www.vso.org.uk  
International development charity working through volunteers. Volunteering Opportunities in 34 countries around the world, mainly two-year postings. Mainly longer-term placements for experienced people.

Another really 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
Development and NGOs

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.

• Research

Researchers work closely with advocacy personnel as this is the channel by which their research has an impact. This is particularly important for researchers working for NGOs who are concerned with the immediate and practical impact of research. The ability to translate and communicate their research to different audiences is important. Relevant international experience is also important to show that you understand how things operate on the ground, giving you credibility. In smaller NGOs advocacy and research may be done by the same person.

• 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 logistics. 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.

vacancies being advertised, and events you might be able to attend. A few of the key ones include:

BOND – www.bond.org.uk
AWID – www.awid.org
Irin news - www.irinnews.org
Enhanced Learning and Research for Humanitarian Assistance (ELRHA) - www.elrha.org
People in Aid – www.peopleinaid.org.uk
Alertnet - http://reliefweb.int/organization/reuters-alertnet

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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).

**Useful websites**

Careers Group Development Facebook Page
www.facebook.com/internationaldevelopment

Great Facebook page for aspiring professionals in this field; complementing our own Peace, Policy & Politics page, this mainly focuses upon current graduate level vacancies.

The Careers Group blogs
http://www.thecareersgroup.co.uk/career-advice-and-news/

Our blog offers advice, information and inspiration to get you started in your career – whether you are interested in policy, risk, politics, intelligence or development. You’ll find interviews, industry insights, internships, job opportunities and much more. Search in the “Peace, politics and policy,” “International development,” and “Charity” categories for relevant content.

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.

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.

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.

GuideStar
www.guidestar.org.uk

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

Directory of Development Organisations
www.devdir.org

Excellent, very detailed country guides to NGOs and charities; who they are and what they do. Covers most countries in the world. The guides are from 2011, but are still very useful.

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.guardian.co.uk

Has a section of charity jobs.

World Service Enquiry
www.wse.org.uk/index.htm

An information site for those interested in working or volunteering in the development sector.
Updated: January 2016

The Careers Group believes that all information provided in this publication is correct at the time of publication. This material can be provided in alternate formats. Please discuss your requirements with a member of staff.

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