

# Job Hunting Guidance

The following document offers hints, tips and guidance on how to get your dream job in the charity sector.

## Charity Make up

A charity is like any business – it is made up of different departments/divisions. To make this clearer, listed below are the different departments at Macmillan Cancer Support. Every charity is different but this gives a useful overview of how things work and the different positions and roles within each department.

- Fundraising – (Events, Major Donor, Trusts & Statutory FR, Corporate FR,
- Community FR, Direct Marketing/Individual Giving.)
- Communications
- Campaigns
- Policy
- Finance
- HR

## Where to look for jobs

- Personal contacts: gained through voluntary work, personal friends, other networking
- Direct (speculative) letters and CVs to organisations which are specifically of interest to you
- Direct applications to advertised jobs
- Applications through websites: e.g. charityjobs, guardian, monstorjobs, etc
- Registering with agencies who are specialists in relevant fields

Listed below are some websites that post charity and third sector roles:

Charity JOB	<a href="http://www.charityjob.co.uk/">http://www.charityjob.co.uk/</a>
Charity Sector Jobs	<a href="http://www.charitysectorjobs.com/">http://www.charitysectorjobs.com/</a>
Forum3	<a href="http://www.forum3.co.uk/jobs">http://www.forum3.co.uk/jobs</a>
Guardian Jobs	<a href="http://jobs.guardian.co.uk/jobs/charities/">http://jobs.guardian.co.uk/jobs/charities/</a>
Jobs in Charities	<a href="http://www.jobsincharities.co.uk/">http://www.jobsincharities.co.uk/</a>
Third Sector Jobs	<a href="http://jobs.thirdsector.co.uk/">http://jobs.thirdsector.co.uk/</a>
Voluntary Sector Jobs	<a href="http://www.voluntarysectorjobs.co.uk/">http://www.voluntarysectorjobs.co.uk/</a>

These are some agencies which specifically recruit for charities:

Flow Caritas	<a href="http://www.flowcaritas.co.uk/">http://www.flowcaritas.co.uk/</a>
Harris Hill	<a href="http://www.harrishill.co.uk/">http://www.harrishill.co.uk/</a>
Kage Partnership	<a href="http://www.kagep.com/">http://www.kagep.com/</a>
NFP	<a href="http://www.nfpjob.co.uk/">http://www.nfpjob.co.uk/</a>
PAS Consultants	<a href="http://www.pasconsultants.co.uk/">http://www.pasconsultants.co.uk/</a>
TPP Not for Profit	<a href="http://www.tpp.co.uk/">http://www.tpp.co.uk/</a>

## **Ways in which to apply**

- Direct applications  
The most obvious and often simplest way in which to apply for a job is directly with the charity for an advertised role.
- Direct (speculative) letters and CVs to organisations which are specifically of interest to you.
- Applications through websites (websites will sometime direct you to the recruiter's website)
- Registering with agencies who are specialists in the relevant fields and applying through them.

## **CV tips** (also see 'CV Guide' document for full details)

It is important to remember when applying for jobs using your CV (as opposed to an application form) to:

- Keep it to 2 pages.
- Use bullet points rather than narrative.
- Show key achievements, rather than just listing your duties - employers want people who have achieved things, made things happen, rather than just holding a position.
- Focus on the more recent and relevant parts of your work experience and voluntary experience, going into greater detail about these roles.

## **Interview techniques and tips**

- Get there 15 minutes before the start of the interview.
- Always have completed some research into the organisation for which you are applying so that you are able to ask questions yourself during your interview. It is important to remember that although interviewers are looking to see if you are the best candidate – an interview is also an opportunity for you to find out for yourself if the organisation is right for you!
- Do not try to be funny. Be confident, it is more important to have a personality, but an interview is still a formal meeting, so no jokes.
- When choosing what to wear, err on the side of caution. A smart suit, unless you are told otherwise is normally the way forward. In reality you will find that often the office environment may not be as smart.
- Listen to the question. This may sound obvious, but when nervous, people sometimes answer a different question to the one which they were asked.
- Answer using specific examples. For example, don't say "I'm good at influencing people." Instead, use a specific example such as "At university I influenced a student society to change its policies, by doing X, and the outcome was Y and Z"
- Interviews will either be based on talking through your CV/experience, or will be competency based where the questions are all in the form of "give me an example of when you did X and tell us about a time when you experienced Y "

## **Other useful tips**

- Be able to explain why you did an internship/voluntary work.  
It is valuable experience – but why? What insight has it given you? While doing your internship or volunteering perhaps keep a record of tasks/activities you've worked on, especially ones that you have particularly enjoyed, so you can refer back to these when in later interviews.
- 'Target Jobs' gives particularly good advice for graduates.  
<http://targetjobs.co.uk/career-sectors/charity-not-for-profit>

- When it comes to smaller charities it is often worthwhile approaching them yourselves even if they are not recruiting.  
If you send in a copy of your CV and a cover letter outlining what it is you are interested in, you may well get something out of it or at the very least begin to make contacts. Even if you don't initially get anything out of it your CV may be retained for future use.
- There are magazine subscriptions which can be useful to apply to that will often have interesting articles, which again can be useful talking point in interviews and will often have job ads listed as well.
- Be proactive and continue to volunteer.
- If you lack office experience, it will be valuable to get yourself some experience of this kind. Listed are a few useful sites of where you can find various volunteer opportunities:  
<http://www.w4mp.org/> (lists jobs but also internships in the third sector. It is not, as the name would suggest specifically for the political sector)  
[http://www.guidestar.org.uk/gs\\_volunteering.aspx](http://www.guidestar.org.uk/gs_volunteering.aspx)  
<http://www.do-it.org.uk/>
- Look on the Charity Commission's website (<http://www.charity-commission.gov.uk>) gives useful summaries on all registered charities in the UK.

### How to portray skills in an interview

Here is a little exercise to get you thinking of your skills, and specific examples of them, for you to be able refer to in an interview.

- Choose 3 – 5 skills you recognise within yourself.
- Think of examples, through your work/professional experiences, volunteer roles and your time at university/college/school where you have used these skills.
- Now write down the examples you have come up with.
- If the job for which you are applying lists skills that you are not confident about think of ways to develop these skills and write them down.

It is important to remember not to learn, word-for-word what you have written down and reel this off in an interview, this is simply an exercise to highlight to yourself which skills you have.

### Sample CV to portray volunteering experience well

#### Volunteering Experience

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Sept 2009

– May 2010

#### Success for Kids, Educational Charity, London

- Classroom facilitator helping to deliver the charity's social & emotional learning programme at various primary schools.
- Fundraising work – targeting corporate sponsors and wealthy individuals.

#### Intouniversity, Educational Charity, London

- Academic support volunteer at a homework club for secondary age students at the charity's Brent centre.

Feb – Mar 1999 **Council Travel, Thailand**

- Provided English teaching support at various primary schools in Loei province.
- Included designing and giving my own lessons.

- Jan 2009                    **Charity work team, Frontier Economics**
- I took the initiative to set up a “charity work” team at my current employer to address the lack of corporate social responsibility activities.
  - Organised a day of fundraising events for Comic Relief.
  - Helped to organise an environmental volunteering event with WildLondon.
  - Helped to establish new policies on extra leave for volunteering and company matching of individual fundraising attempts.

**Fundraising Intern** Nov 2009 – Present

- Administering established child sponsorship scheme.
- Managing donor relationships and engagement – renewing existing relationships & cultivating new ones.
- Correspondence with funders, individual and corporate sponsors; writing for different audiences.
- Working closely with Fundraising Officer to assist with all aspects of fundraising applications.

**Marketing Volunteer**

**Sept '08-June '09**

Wide ranging role assisting the Director of Fundraising and Corporate Partnerships Manager on several projects;

- Developing and implementing two corporate partner recruitment marketing campaigns ('Back to School' and 'Build a School') including company research, copywriting creative materials, telephone follow up and generating meetings
- Relationship and creative development with Ryman