



charity
works 
careers that make a difference

CHARITYWORKS

The UK Non-Profit Sector's Graduate Programme

Charityworks offers a unique opportunity for talented graduates to gain experience and build networks across the sector, at the same time as providing non-profit organisations with a cost effective and easy way of accessing talented people capable of having an immediate impact.

**charity
works** ●●●●
careers that make a difference

Charityworks can serve any organisation that seeks to do two things: find brilliant people, and save money.

Beyond that fundamental starting point, the key strength of the Charityworks model is its versatility, and the way it can respond to the needs of very different organisations.

Over the past 6 years organisations have participated in the programme with the objective of:

- Bringing fresh talent into their organisation, or a particular part of the organisation
- Competing more effectively in an intensely competitive graduate recruitment market
- Seeing an immediate return on their investment in talent
- Building a strategic talent pipeline for the future
- Diversifying their workforce
- Making a cost saving on filling particular roles
- Enhancing their networks throughout the non-profit sector
- Improving the quality of line management in the organisation

If any or all of those objectives sound relevant to your organisation, Charityworks might be able to help.

www.charity-works.co.uk

**OPEN TO ANY
CHARITY, HOUSING
ASSOCIATION OR
SOCIAL ENTERPRISE
REGARDLESS OF
SIZE, PROFILE OR
ACTIVITY**

WHAT OUR EMPLOYERS SAY



Our trainee has delivered a pace and quality of work that has demonstrated his talent and far exceeds his pay scale. The return on investment has been at least 2:1 for Family Action but I doubt we would have been able to recruit the same level of talent independently.

Norman Blissett, HR Director, Family Action



I feel our performance has improved significantly as a result [of our trainee's work] and we are delighted to be participating in Charityworks.

Caron Bradshaw, Chief Executive, Charity Finance Group



By combining consistently excellent candidates with an immediate cost saving, the question for Action on Hearing Loss is less, 'Why would we participate in Charityworks?', and more 'Why wouldn't we?'

Paul Breckell, Chief Executive, Action on Hearing Loss

Charityworks is designed to foster connections across organisations and disciplines, and the value of those relationships is consistently identified by our partners and participants as one of the most valuable aspects of the programme.

Our relationship with the network reflects our commitment to innovation through collaboration in the sector, a commitment which sits at the heart of our mission and drives all of our activities.

**If you are interested in participating in Charityworks,
get in touch on 020 3620 5252**

CHARITYWORKS AT A **GLANCE**

Every year, Charityworks is promoted across all UK universities and higher education institutions.



RECRUITMENT DRIVE

Each year Charityworks is promoted to all UK universities via a nationwide recruitment campaign which reaches tens of thousands of students and graduates.

SELECTION PROCESS

Following that recruitment campaign, thousands of undergraduates go through a comprehensive selection process to identify the most capable candidates. This process includes a range of online and offline assessments including psychometric tests, written application, and 2 assessment centres (during which they take part in observed group activities, desktop exercises, panel interviews and presentations).

ONE YEAR PROGRAMME

Starting in September each year, successful candidates spend a year on the scheme as full time, paid graduate trainees. During this time they will undertake at least one role in a host organisation, take part in the Charityworks leadership programme (endorsed by the ILM), meet with a mentor, and write a series of research assignments.

HOW IT WORKS

IMPACT & VALUE

By the end of the 12 months your organisation will have benefited from a talented and motivated employee capable of delivering throughout the year. Charityworks' role in the placement is to support and challenge the trainee and organisation in question where appropriate through a dedicated Programme Manager. At the end of the year hosts can decide to offer their trainee(s) a job, and many do, but there is no commitment to do so.

To speak to us about the costs and practicalities of joining Charityworks, please get in touch with us at info@charity-works.co.uk

WHO'S BEHIND IT?

Charityworks operates as a charitable company limited by guarantee, and seeks to achieve its objectives by working collaboratively with organisations sharing its vision and ethos.

Charityworks is managed by a small London team, led by co-founder Rachel Whale, overseen by the Charityworks Board of Trustees, and supported by a Professional Advisory Body.



Rachel Whale
Co-Founder and
Programme
Director

Charityworks was born out of a belief in the power of partnership and collaboration in producing the best results in a challenging financial climate, combined with the conviction that the sector is a fantastic place to work for people with vision, ambition and talent, and should be promoted as such. The programme was always intended to be a collective, collaborative effort, and so it has proved. It has been thrilling to see more and more of the sector embrace the programme each year, and it is a source of great pride and satisfaction that the model continues to deliver excellent results for a wide range of employers and participants.



Helen Baker
Chair of
Charityworks

The Charityworks Board is made up of a cross section of our stakeholders, from former participants to representatives of our 6 founder partners. Our ambition is to be best in class according to our customers, from the organisations who buy into the programme right through to our participants. As such the programme is evaluated continually by the programme team and the Board, and I am pleased to say the programme's quality record to date is excellent.



Dame Mary Marsh
Chair of the
Charityworks
Professional
Advisory Group

'Routes Into and Through the Social Sector' was one of the key themes to emerge from the Leading Social review in 2013, and showed that as a sector we need to think very carefully about how we attract, support, develop and retain the diversity of talent we need now and in the future. Charityworks is a key part of that, and I look forward to supporting its growth and continued success.



To speak to one of us about how you can get involved in the UK non-profit sector's graduate programme, please email us at info@charity-works.co.uk

CORPORATE
PLACEMENT



STACEY SAMUELS

FAMILY ACTION



Family Action has been a leading provider of services to disadvantaged and socially isolated families since its foundation in 1869.



Jayne Stokes
Director of
Development
and External Affairs,
Family Action

I joined Charityworks in a Corporate Placement in the Business Development Unit of Family Action. Having started the year reviewing contracts and undertaking general research, my responsibility grew I undertook a wider range of roles. As well as ultimately being responsible for incoming and outgoing contracts, I did more and more work on developing service models as the year progressed, utilising my research and analysis skills to collect and present lots of information from the services and specification documents.

A particularly powerful part of my Charityworks experience was the research that forms part of the programme. I used my first assignment on co-production to give a presentation to the Family Action Regional Managers on its meaning, and start a discussion on how we can work towards greater co-production within the organisation. The Director of Services and Innovation used these thoughts to develop a structure of accountability and communication across the organisation, including a group which will facilitate co-production and give away more power as the organisation becomes more advanced, and I have been given responsibility for maintaining the co-production agenda's momentum at Family Action.

At the end of the year I accepted a role as Business Development Officer at Family Action, in a role that has expanded beyond the remit of the Business Development team and now includes the Marketing, Communications and Fundraising teams. I have kept my responsibilities for checking and processing contracts and subcontracts, and my role also involves further work on service models. For example, I am leading on work to develop our offer to schools. I am working with the Head of Sales and Marketing to develop briefings that go alongside these models, and I also review policies that fall under the remit of the directorate.

Stacey is the Business Development Officer at Family Action, working to the Director of Development and External Affairs. Her Charityworks placement was a success in every way and her appointment at the end of the year popular and well deserved. She has responsibility for incoming and outgoing contracts and subcontracts, for helping to develop systems and ideas to grow the business and to keep it safe. Stacey has that rare capacity to be a real 'people person' whilst using her critical thinking and organisational skills to great effect. Moreover, her work rate is phenomenal!

My Charityworks placement was at Moat and was a Portfolio Placement, meaning that I worked across different projects and teams in the organisation.

I hadn't considered housing as a career before applying to Charityworks. I knew that I wanted to do something with a social impact, but until the Charityworks application process I would have been unlikely to have applied for a role in a housing organisation. Having spoken to the Charityworks team during the placement process, it became clear that housing provided many of the challenges and rewards I was looking for in work, and ultimately I was placed at Moat.

I was initially based in Property Services, where I led a cross-departmental review into managing agents, the third party companies that look after housing stock. This involved gathering and analysing performance data for this area of the business, which combined with conversations with internal and external stakeholders, allowed me to suggest a series of recommendations for improved and more cost-efficient service provision. These are currently being reviewed and developed for implementation by the Senior Management Team.

Following on from this, I joined Communications and Public Affairs. Here, I assisted with media and political monitoring related to housing, as well as in producing consultation responses and policy briefings. This was important to allow the team to effectively influence local and national government on social housing. My biggest achievement was helping to write part of a policy paper on the future of affordable housing, which was used as the basis of Moat's fringe events during party conferences in autumn.

Having completed my placement I now have a strong passion for the housing sector and better understand its multi-faceted role in society and how it links with other sectors. I have been able to identify future career options in housing that are challenging and offer scope for professional development, whilst still enabling me to deliver social impact.

The Charityworks programme has been valuable to Moat and we are delighted with the success we have achieved in our first year (2012/13). We took 2 Charityworks trainees, and both Sarah and Minesh fitted into our teams immediately and were hard-working, motivated and conscientious. They both delivered excellent work for Moat on key projects, and in return I hope we were able to provide them with a placement that aided their personal development and provided some invaluable business experience. The scheme has been such a success that we signed-up for a further year immediately and I hope we continue our relationship with Charityworks for many years to come.



PORTFOLIO
PLACEMENT

MINESH PATEL

MOAT HOMES



Moat is a leading housing association working in the South East, providing high quality homes and services. Moat are the government's appointed Local HomeBuy Agent for Essex, Kent and Sussex and are passionate about making a difference to people and places.



Paul Martin
Head of Asset
Management
(Minesh's Line
Manager),
Moat Homes



ELLIE MUNRO

NAVCA, Trainee



National Association for Voluntary and Community Action (NAVCA) is the national voice of local support and development organisations in England which champions and strengthens voluntary and community action by supporting members in their work with over 160,000 local charities & community groups.



Joe Irvin
Former CEO,
NAVCA



Neil Cleevely
CEO,
NAVCA

NAVCA joined the programme for the first time in 2013, having first been in touch with us earlier in the year. Based in Sheffield, they were looking for someone bright and energetic to join their policy team. At the time of writing Ellie was 3 months into her placement there.

The word to sum up Charityworks for me so far is 'challenging'. Right from the beginning, with the extensive recruitment process and the focus on self-reflection and self-assessment, I have been challenged to think about myself, the non-profit sector, and what I can offer it. It's about much more than giving you a way in. It's about getting you to think about what it means to be a part of this sector, which, as it's evolving itself, is a great thing to have time do.

My placement with NAVCA has also been challenging. I've been learning about infrastructure, something I'm totally new to, catching up with different policy drivers affecting charities, and meeting with a range of voices from within the sector, often with competing viewpoints. It's been non-stop, and I've had to learn fast, but my colleagues have been supportive, and have a real understanding that I'm there to learn and develop as well as to work hard.

Having training days regularly throughout the programme, and having an entire cohort of people going through the same process as you lends an incredible amount of support, as well as giving you that fixed point to step back and reflect, which otherwise it would be hard to do.

We joined Charityworks for the first time in 2013, having recognised that the programme represented a unique opportunity to access excellent talent and to benefit someone fresh to working in the charity world. Once we made the decision to join, the process was straightforward and transparent, and Ellie joined the team in September. She has hit the ground running, learned fast and is delivering valuable work on a number of important projects. We have been more than impressed with the Charityworks experience as a whole, and look forward to continued participation.

Ellie joined my team in September and has settled into the role, team, and organisation quickly. She's clearly very able and motivated, and so far I'm delighted with the work she's producing. I'm looking forward to seeing her develop throughout the course of the year.



JOIN US!
SPEAK TO US ABOUT
WELCOMING A
CHARITYWORKS TRAINEE
IN SEPTEMBER
WWW.CHARITY-WORKS.CO.UK



Phone us on:
0203 620 5252

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info@charity-works.co.uk

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