

# charity works

careers that make a difference



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The first time  
**charities** have  
come together  
to create a shared  
**graduate**  
internship and  
**high flyers**  
programme.



Charityworks is run by a partnership of national charities. It offers a unique experience providing graduates and high flyers with the opportunity to gain experience across the charity sector. We are seeking people driven by a passion to make a difference, talented individuals who want the chance to share their ideas and skills with charities that share the same values.

If this is you...  
**JOINUS**

## OURMISSION

To create a network of leading charities committed to building capacity through collaboration

To promote our charities as employers of choice

To attract, grow and retain future managers and leaders

To increase the reach, quality and impact of our services and improve the lives of the people we serve.

## WE OFFER GRADUATE TRAINEES

- A professional management development programme
- The skills to equip you to work at first level management across the charity sector
- Knowledge of the charity environment – political context, operational management, campaigning and communication
- The opportunity to learn with other trainees working across the public and private sectors
- Excellent support through mentoring and supervision
- Peer to peer networking
- A competitive salary
- 2 x 6 months charity internships

## WE BELIEVE

- In growing leadership talent in the charity sector
- In a charity sector that thrives on innovation and creativity
- In a healthy working environment where people have fun
- In a charity sector driven by people with values and a commitment to the cause

## WE OFFER HIGH FLYERS

- A professional management development programme
- The skills to equip you to work at first level management across the charity sector
- Knowledge of the charity environment – political context, operational management, campaigning and communication
- The opportunity to learn with other trainees working across the public and private sectors
- Excellent support through mentoring and supervision
- Peer to peer networking

## WE OFFER CHARITIES

- The opportunity to build capacity through collaboration
- The ability to retain and grow the talent within your organisation
- The chance to nurture future managers and leaders
- The ability to attract fresh talent into your organisation
- A new recruitment solution that can save money and time

## THE PROGRAMME

A one year professional development programme bringing together external graduates and high flyers. Our class of 2010 will share a joint day release programme averaging 2 days per month and covering a range of management and leadership topics.



## RESEARCH ASSIGNMENTS

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## E LEARNING RESOURCES

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## CROSS SECTOR LEARNING

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## MENTORING

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## INDIVIDUAL LEARNING PORTFOLIO

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## PEER 2 PEER NETWORKING

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## ACTION LEARNING

# charityworks professional development programme 2009/10

Cohort 1 2009-201	Duration	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Jul	Aug
Induction	2 days	7th/8th											
Charity Placement commencing Sept 09	12 months												
Charity Placement commencing Sept 09	6 months												
Charity Placement commencing Sept 09	6 months												
Charity Placement commencing Sept 09	6 months												
Charity Placement commencing Sept 09	6 months												
Assignment	6 months											Hand In	
New to Management (ISE & BM)	1/2 day	23rd											
Mentoring	1/2 day												
Finance	1/2 day												
Fundraising	1/2 day												
Commission & Tendering	1/2 day												
Safe Guarding Children	1/2 day												
MasterClass - Emotional Intelligence	1/2 day												
Action Learning Set - Presentation Skills	1/2 day												
Media Skills & Politics	1/2 day												
Diversity & Awareness	1/2 day												
User Involvement	1/2 day												
Local Authority Partnership Working													
Supervision Skills	1 day												
Managing Volunteers	1/2 day												
Project Management	1 day												
Management Action Learning Set	1/2 day												
Charity Governance	1/2 day												
Brand Power Demonstrating Impact & Outcomes													
International Development	1 day												
Leadership	1 day												
Leadership Assessment Tool													
Master Class - Leadership	1/2 day												
Communications & Campaining	1 day												
Action Learning complete learning portfolios	1/2 day												
Self assessment evaluation	1/2 day												
Creative Problem Solving	1 week												
Peer 2 Peer support and networking	1 day x 4												

## key

- All
- Vanilla
- Advance
- RNID
- THT
- Together
- Children Society
- RSPCA
- WIG
- St Mungo
- IDeA
- Aspect
- Media Trust
- VODG
- Mentors
- Volunteering Eng
- Teach First
- Penny Hunt/Lesley Hallam
- Oxfam
- Clore
- Rethink
- Acevo
- Brookes
- CRUK
- NHS
- Cass Business



## 2010 PROGRAMME

Our Class of 2010 will start in September with the application process opening in February. We place great value on a robust, transparent and values based selection process and have worked with our partners to design an approach that ensures the right people for the programme. We begin by promoting the scheme to all UK universities and the charity sector in the New Year. If you are interested in becoming a participant on the programme the first step is to complete an online application process that is based upon our core values. Next you will be invited to complete two online psychometric tests. People with high scores will be selected for shortlisting and the strongest candidates invited to an assessment centre. Panel interviews complete the process with offers made in July. The process is slightly different for high flyers as some charities will run their own internal selection process.

To find out more please click here or contact us.

[www.charity-works.co.uk](http://www.charity-works.co.uk)

## HOW CAN CHARITIES GET INVOLVED?

Charityworks is a partnership initiative between a number of leading charities. We believe our organisations will grow through this powerful collaboration and in particular from the ideas exchange taking place. On a practical level in 2009 this has led to increased talent in organisations, shared training resources and skills, new approaches to recruitment and redeployment and raised public profile. We would like to foster this culture of collaboration by extending these benefits to other charities. To do this we have designed charityworks as a programme open to all organisations in the sector. If you would like to join there are a number of ways to get involved:

### INTERNAL HIGH FLYERS

You may be a charity that has many talented people already working within your organisation, and perhaps a few people you have identified as emerging stars – your future leaders and managers. If this is the case charityworks can offer your high flyers the chance to take part in a unique management training programme. They will join a cohort of peers, many of whom are graduates joining the sector for the first time and will develop skills, knowledge and behaviour relevant to future management careers in the sector. They will continue the day job whilst taking part in a programme for 2 days per month x 12 that will broaden their horizons and knowledge of the sector they work within. They will be exposed to colleagues from the commercial and public sectors as well as meeting people from other charities. Formal training sessions will be reinforced through action learning, peer networking and a research assignment task. **PRICE £4,000**

### GRADUATE TRAINEE

Let us help you to redesign a current job vacancy within your organisation to function as a graduate trainee position. This is easier than it sounds and we can share practical examples of success from our partners in 2009. As a result you will benefit from graduate talent within your organisation at no extra cost, there may even be a net cost saving. We will operate a price that reflects the graduate salary of £15k plus on costs, in addition to a contribution towards the cost of running the programme. Our graduates rotate every 6 months so you benefit from their knowledge of other organisations as well as their ability to hit the ground running. You can expect our graduates to deliver the day job in addition to a research assignment, at the end of the 12 months if they have impressed you may want to offer them a permanent position within the organisation. As a result we hope you will develop your own talent stream, reducing recruitment costs and time.

### RECRUITING FROM THE TALENT POOL

Charityworks provides any charity with the opportunity to recruit directly from our rich talent pool of graduates. In our first year we attracted over 1000 interested applicants to our website. We now have an extensive database of young people keen to enter the sector who have already completed a rigorous application process. If you have job vacancies charityworks could provide you with a cost effective recruitment solution. **PRICES £500-£2,000**



## SHARING RESOURCES

The principle underpinning charityworks is that all the organisations involved benefit directly from pooling resources across the programme. This can take many different forms such as offering training expertise, venues or learning resources. Some organisations also work with us to create cross organisational/ cross sector networking experiences for their own trainees

If you would like to be involved in our work and would like to discuss how, please get in touch.

## HOW CAN OTHER ORGANISATIONS GET INVOLVED?

The charityworks professional development programme is delivered through a range of cross sector partnerships and we are grateful to all the organisations that have supported us in 2009/10.



## CORPORATE SPONSORSHIP

We welcome interest from commercial organisations seeking opportunities as part of a corporate social responsibility strategy. Charityworks delivers events and a range of publicity raising work that offer brand promotion opportunities for sponsors seeking a profile with the charity sector and/or graduates. This year our sponsors will have the opportunity to support our 2010 launch event, individual graduate trainees, programme evaluation work, specific elements of our professional development programme and our conference activities. To find out more please get in touch.

## CHARITABLE TRUSTS

Charityworks is currently registering as a community interest company, any profits generated will be used to further our social mission. As a form of social enterprise we will be seeking support from a range of grant making trusts and foundations with the aim of supporting our pilot phase work in 2009-11 and measuring impact.

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## charityworks

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**E:** [info@charity-works.co.uk](mailto:info@charity-works.co.uk)

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Hungerford Bottom,  
Bursledon,  
SO31 8DE

charityworks is a *Vanilla* Innovation  
[www.charity-works.co.uk](http://www.charity-works.co.uk)

"we have nothing but positive feedback, really conscientious, picked things up quickly, risen to the challenge... she has been absolutely fantastic"

*Caroline, Service Development Manager,  
Terrence Higgins Trust talking about  
Charlotte their Graduate Trainee*

"he is delivering a number of very important corporate projects... event management, a diversity review, a business development strategy & some work on sustainable housing..., he is so capable and everyone in the organisation has enjoyed working with him"

*Norma HR Director, Together talking  
about Laurie their Graduate Trainee*

Registered in England No. 05319161

charityworks is a partnership initiative led by six leading national charities.

