





## Working in the Not-for-Profit Sector


The main sectors of commerce, local and national government are well represented in a wide range of jobs. The Not-for-Profit (also known as the Third Sector or Charity Sector) is much larger than many realise and it covers a very wide range of work options. There is care, health, children, sports, transport, the arts, learning, research through to environmental organisations such as English Heritage. From national to local as well.

All offer very interesting and reasonably well-paid work opportunities. The big difference is set out in their Constitutions where their purpose is directed to a benefit for others, not profit for shareholders. A charitable mandate. This summary sets out how to understand and engage with this sector.

	Steps for Success	What to do
1.	What is this Sector	<p>Most will be set up as a Registered Charity of some type (check the Charities Commission for information):</p> <ul style="list-style-type: none"> <li>➤ Community Groups</li> <li>➤ Social Enterprises</li> <li>➤ Volunteer Groups</li> </ul> <p>Fundamental commitment to a beneficial cause supporting those in need</p>
2.	How they work: 	<p>Each will have a Constitution and Trustees supported by an Operations team running the day-to-day tasks</p> <p>No shareholders</p> <p>Often run on business type principles</p> <p>Profits/Gains are retained within the charity</p> <p>Some F/T and P/T employees supported by a range of volunteers: (note Trustees are not usually employees)</p>
3.	Where they work All aspects in society:	<p>Arts, research, health, education, food poverty, environment protection, transport for those less mobile, workshops repairing things, helping and caring for those with disabilities, elderly and many, many more</p>
4.	Culture of a Not-for-Profit organisation 	<p>Flexible and responsive to needs</p> <p>More professional than many realise</p> <p>Operations, finance, marketing, people, safety plus many specific technical knowledge roles</p> <p>Focus on its objectives</p> <p>Empathy with beneficiaries</p> <p>Limited internal support functions</p>



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5.	<p>Typical skill sets needed in this sector:</p>	<p>Track record of achievements in running operations Comfortable working through change in a flexible environment Leading and working with diverse groups Tact, empathy and values Representing others: advocacy Ideas, good use of limited resources, how to raise funds Confidence, organising and administration Need to fund raise: grant applications, events, donations Technical and managerial expertise</p>
6.	<p>How do I set out my CV</p> <p>Clear, concise easy to read: 30 second guideline</p> 	<p>How to set out your relevance and value:</p> <p><b>Do not</b> focus on profit: the aim is to deliver support</p> <p><b>Do not</b> use jargon: keep it simple in what you offer</p> <p>Focus on skill sets rather than ex-employers. Focus on achievements that demonstrate confidence, innovation, learning and getting things done well. Also, use achievements drawn from a wider base of life activities.</p> <p>CV style suggested is Functional: skill based with less emphasis on employers and time frames.</p> <p>Use power words that match underpin your offer.</p> <p>See our Creating a Winning CV guide on our website for more details <a href="http://Wokingham Job Support Centre – WJSC (wjscadvisors.org.uk)"><u>Wokingham Job Support Centre – WJSC (wjscadvisors.org.uk)</u></a></p>