

Opportunities in the Public & Not for Profit Sectors

Careers & Employability Service

www.mmu.ac.uk/careers/guides



**Manchester
Metropolitan
University**

This document is available in alternative formats – Please contact careers@mmu.ac.uk for details.

Researching Ethical Employers

Students and graduates often ask about working for an “ethical” employer. Many of the sectors mentioned in this guide could feasibly come under this umbrella term. If this is an issue which is particularly important to you here are some specific websites which may help you in your research. (See also our [Environmental Websites](#) guide.)

www.ethicalcareers.org guide to ethical careers

www.ethical-jobs.co.uk – vacancies in UK and Europe

<http://governancejobs.com> - jobs in corporate social responsibility

www.bitc.org.uk – Business in the Community produce a Corporate Responsibility Index which is the leading UK benchmark of responsible business practice

www.sustainability-indexes.com – Dow Jones sustainability indexes (assess a business by economic, social and environmental criteria)

<http://uk.oneworld.net/section/uk/jobs> - search jobs and volunteer database

www.business-humanrights.org – independent organisation aiming to track the positive and negative impact of over 4,000 companies worldwide

<http://corporate-responsibility.org> - the corporate responsibility coalition

www.csreurope.org – European business network for corporate social responsibility

www.greenguide.co.uk

www.realworldmagazine.com/ethical-careers - information for graduates

Local Government

Local councils employ a huge range of people, in a diverse range of positions, from housing managers to countryside rangers to social workers. To get an overview of potential careers in local government look at: www.lgcareers.com which lists over 200 job descriptions.

Look at www.prospects.ac.uk/links/administration to research related job-profiles.

www.prospects.ac.uk/links/governmentsb

www.direct.gov.uk - links to all local government sites – all will carry their own vacancy information - (click on directories, then local councils). Alternatively, enter the local authority name – e.g. www.stockport.gov.uk

<http://yourcounciljobs.co.uk> – lists jobs at 10 local Councils across Greater Manchester

www.manchester.gov.uk/work/jobs - vacancies with Manchester City Council

www.lgjobs.com the official recruitment site for local government

www.opportunities.co.uk/jobs - public sector recruitment site

www.ngdp.co.uk UK wide scheme – the national graduate development programme is designed for high-flying graduates aiming to be future senior managers in local government.

<http://targetjobs.co.uk/career-sectors/public-service-and-government> - info site

CIVIL SERVICE

(At the time of writing – July 2010 - large recruitment campaigns are on hold but individual vacancies may be advertised) The faststream campaign is continuing at present:

www.civilservice.gov.uk/jobs/index.aspx - This is the main civil service gateway on the web listing all levels of vacancies including graduate vacancies not recruited via the faststream, searchable by region.

www.faststream.gov.uk Civil Service accelerated graduate scheme across a number of departments – designed to prepare graduates for senior managerial positions – applicants must be UK nationals. Scheme for high-flyers – the vast majority of graduates in the Civil Service did not get in through this route!

www.resourcingmicrosites.com/ogc/ Information about the Government Procurement Graduate Scheme. Run by the Office of Government Commerce, (an Independent office of HM Treasury). Open to graduates of any discipline.

If you are interested in working in a particular government department you could also visit their individual sites for information about their work and recruitment policies and the latest recruitment information:

The Home Office site www.homeoffice.gov.uk –

The Department for Education www.education.gov.uk

Government Economic Service www.ges.gov.uk– gives information about faststream as well as economic adviser positions and sandwich student placements aimed at undergraduate students of economics

Department for Work & Pensions www.dwp.gov.uk

National Audit Office www.naograduates.org.uk - gives information about gaining accountancy qualifications through NAO.

Foreign and Commonwealth Office <http://www.fco.gov.uk/en/about-us/working-for-us/careers/>

The Criminal Records Bureau - www.crb.homeoffice.gov.uk/vacancies.aspx

The Food Standards Agency www.food.gov.uk/aboutus/jobs

Her Majesty's Court Service www.hmcourts-service.gov.uk/

The Crown Prosecution Service www.cps.gov.uk/careers

HM Revenue & Customs www.hmrc.gov.uk/graduate - graduate opportunities

MOD www.mod.uk/DefenceInternet/DefenceFor/Jobseekers - information about working at the MOD and its own specialist programmes.

Govt Statistical Service www.statistics.gov.uk/gssjobs - information about opportunities through the fast stream as well as the recruitment of Statistical Officers.

The Secret Intelligence Service MI6 www.siscareers.gov.uk

The Security Service MI5 www.mi5careers.gov.uk

GCHQ www.gchq.gov.uk/careers

Serious Organised Crime Agency www.soca.gov.uk

www.capitaras.co.uk Consultants who handle recruitment for a number of government agencies including MoD and Transport for London

European Commission

http://europa.eu/epso/discover/index_en.htm - information about competitions and selection procedures at the EU institutions & how the process works

http://ec.europa.eu/stages/index_en.htm – information about work placements (stage) at EU.

www.careers.lon.ac.uk/output/page692.asp - Careers Group University of London comprehensive guides to internships and careers in the EU institutions.

www.eurobrussels.com – European Affairs jobsite. Features a weekly e-newsletter containing vacancy updates.

Opportunities in the UN

www.unitar.org/job – links to internships and traineeships within the United Nations Institute for training and Research programmes.

www.jposc.org/ - links to the UN's junior professional officer programme.

Public policy/research - Think Tanks & Lobbying Bodies

Most of these organisations are London-based and many offer internships for graduates – usually paying expenses only.

www.publicaffairslinks.co.uk – Overview of the lobbying industry. Features a vacancies list and a directory listing the major firms in the industry.

www.reform.co.uk - Reform is an independent, non-party think tank whose mission is to set out a better way to deliver public services and economic prosperity. Offers unpaid internships

www.npi.org.uk –New Policy Institute - Think tank. Offers short unpaid internships (4-6 weeks).

www.centreforum.org - an independent, liberal think-tank seeking to develop evidence based, long term policy solutions to the problems facing Britain. Offers 3-4 month long unpaid internships.

www.chathamhouse.org.uk – Independent think tank on international affairs Aims to be a source of independent analysis, informed debate and influential ideas on how to build a prosperous and secure world for all. Offers 3 month unpaid internships

www.cpsu.org.uk – Commonwealth Policy Studies Institute - a think-tank for the Commonwealth of 53 nations

www.compassonline.org.uk/ - independent democratic left pressure group. Offer rolling internship programme lasting 2-3 months min of 2 days per week
<http://fpc.org.uk> - The Foreign Policy Centre is a leading European think tank aiming to develop a vision of a fair and rule-based world order. Offer 3 month volunteer research assistant positions on a part-time basis

www.ippr.org/jobsandinternships/?id=83 Institute for Public Policy Research - independent research and analysis across the full range of public policy issues. Offer **paid** internships in London and Newcastle.

www.unlockdemocracy.org.uk/ - think tank. Run 6 week unpaid internships – one in the area of campaigns and the other in research/policy

www.smf.co.uk - The Social Market Foundation is a leading UK think tank, developing innovative ideas across a broad range of economic and social policy. Offers expenses-only internships from between 6 weeks to 3 months duration.

www.adamsmith.org – The Adam Smith Institute – main focus is innovation in free market policies. Offer unpaid internships to undergraduates.

www.cer.org.uk - The Centre for European Reform (CER) is a thinktank devoted to improving the quality of the debate on the future of the European Union. Do not offer internships.

www.centreforsocialjustice.org.uk - offer 11 month unpaid internships!

www.demos.co.uk – think tank for everyday democracy. Offer unpaid internships in the following areas: research, communications, events, audio/visual

www.li.com - The Legatum Institute is an independent policy, advocacy and advisory organisation

www.neweconomics.org New Economics Foundation - A 'think and do' tank seeking to improve quality of life by challenging mainstream thinking on economic, environmental and social issues

www.respublica.org.uk Public policy think tank. Offers 6 month internships

www.nlgn.org.uk -New Local Government Network is an independent think tank seeking to transform public services, revitalise local political leadership and empower local communities. – Run a research internship scheme

Other Social Research contacts

www.civilservice.gov.uk/my-civil-service/networks/professional/gsr

Government Social Research Unit - Social researchers are employed across many government departments

www.statistics.gov.uk/default.asp - Office for National Statistics – employs social researchers

www.natcen.ac.uk – National Centre for Social Research – leading independent social research centre

www.researchjobfinder.com – jobs in research

www.the-sra.org.uk/ - The Social Research Association

Criminology related Academic/Professional Bodies

<http://bjc.oxfordjournals.org/> The British Journal of Criminology

www.britsoccrim.org – British Society of Criminology – includes info about networking, publications and jobs

www.asc41.com/ - American Society of Criminology

www.ialeia.org – International Association of Law Enforcement Intelligence Analysts

Probation Service & related

(At the time of writing –July 2010 - training for the probation officer role is under review)

To research the probation office job role see:

www.prospects.ac.uk/links/probofficer

www.probation.homeoffice.gov.uk – select “join us”- information about becoming a probation officer and lists of local consortia.

www.probation-northwest.co.uk/recruitment.htm information about training as a probation officer in the north west.

www.whatcanido.org.uk – guide to volunteering opportunities in the criminal justice system, from police to probation related work.

www.cjsonline.gov.uk/ - information site about the criminal justice system
www.nacro.org.uk Carries information about this crime reduction charity's volunteering and paid positions.
www.victimsupport.org.uk - Information about the charity and volunteering
www.naopv.com – National Association of Prison Visitors
www.howardleague.org – Howard League for Penal Reform. Oldest penal reform charity in the UK.
www.sova.org.uk – a leading national mentoring organisation for voluntary service with offenders, ex-offenders and their families and is also a registered charity

Working with Young People

See also the AGCAS Leaflet “**Education Alternatives**” (available in the Careers Information Room & on our MMU Careers website) for a wide range of other career ideas related to working with children. If you are looking for support roles in schools see also our MMU handout “**Finding Vacancies: Teaching and Support staff**”.

These jobs are likely to require you to have some paid/unpaid relevant experience with young people and some require further study. Many of the careers information sites will tell you how you can get involved.

<http://yourcounciljobs.co.uk> – jobs across Greater Manchester's councils – relevant search categories could be youth work, early years, education
www.jobs4youthwork.co.uk – advertises a variety of jobs connected to working with young people, including youth workers, housing workers and drugs workers.

www.prospects.ac.uk/links/caradviser - job profile for personal adviser

www.connexions.gov.uk – information about becoming a Connexions Personal Adviser working with 13-19 year olds

www.icg-uk.org/portico - job-search and recruitment for the guidance sector – sometimes carry adverts for trainee Connexions PAs. Also has careers information about becoming a careers adviser.

www.yjb.gov.uk – information about working in youth justice and for youth offending teams. See also www.whatcanido.org.uk/ - for volunteering opportunities.

www.nya.org.uk – guide to youth work and getting qualified.

www.ncvys.org.uk – National Council for Voluntary Youth Services

www.prospects.ac.uk/links/youthworker - job description and careers information

www.cypnowjobs.co.uk – Children and Young People Now - recruitment site for jobs working with young people.

www.catch-22.org.uk – Charity working with young people, particularly those leaving care. Advertises paid and volunteer positions.

www.cwdcouncil.org.uk Children's workforce Development Council information about working in the sector including Surestart and early years information

www.4children.org.uk – national charity dedicated to creating opportunities for all children

www.continyou.org.uk – charity supporting out of school hours learning

www.standards.dfes.gov.uk/learningmentors/ - information about working as a learning mentor in schools.

www.prospects.ac.uk/links/commeduofficer - job profile for community education officer

www.prospects.ac.uk/links/museduoff - job profile for museum education officer

www.prospects.ac.uk/links/learnmentor - job profile for learning mentors

www.advancedchildcare.co.uk - commissioned by 5 local authorities to manage 14 children's homes in the North West, offer supply care vacancies.

www.scsltd.org – Social Care Services - agency offering a range of support and care jobs in residential care homes for young people

Uniformed Services

At the time of writing (July 2010) there is a recruitment freeze on police vacancies – however check websites for the most up-to-date position

To research relevant job profiles see: www.prospects.ac.uk/links/lawenfprot

www.hmprisonservice.gov.uk/careersandjobs/prisonleaders -The National Offender Management Service (NOMS) Graduate Program in England. Prison Service intensive development programme to find “prison leaders”.

www.hmprisonservice.gov.uk/careersandjobs/currentvacancies/ general vacancies in prison service at all levels.

www.policecouldyou.co.uk Police throughout the UK – also covers police community support officers and the volunteer Specials roles and vacancies

www.npia.police.uk/hpds – designed to give training for serving officers with leadership potential and assist them in reaching senior positions

<http://www.police-information.co.uk/policelinks.html> -lists police-force sites throughout the UK.

www.gmp.police.uk Greater Manchester Police – information about recruitment of officers as well as civilian police staff

www.fireservice.co.uk/recruitment UK Fire service careers information

www.manchesterfire.gov.uk – firefighting positions and service support locally including information about volunteer schemes and staff positions.

Private Investigation and Security

www.wapi.com – World association of professional investigators

www.g4s.com/uk - Group 4 Securicor

www.nig.co.uk – Nationwide Investigators Group

www.ipsa.org.uk – International Professional Security Association – contains job search page.

www.pi-academy.com – offers courses related to this type of work.

Social Care Sector

This encompasses working as a social worker (for which the social work degree or postgrad is needed), as well as many other related roles which do not necessarily require a related qualification. To research relevant job profiles see: www.prospects.ac.uk/links/socpastcare

To get background sector information see:

www.prospects.ac.uk/links/socialsb

www.nsocialcare.co.uk – launched in 2009, national social care management trainee scheme. Related degree not essential. Applications usually open in late March.

Many jobs in this sector will be advertised on local authority websites (as listed in local government section above).

www.socialcarecareers.co.uk – information about the roles available and routes in

www.socialworkandcare.co.uk – careers information site

www.socialworkcareers.co.uk – information about training for a career in social work, degree courses and bursaries.

www.gsc.org.uk – information about working in social care and training as a social worker

www.greatsocialcare.co.uk - jobs website

www.allcarejobs.co.uk – for social care and community care jobs

www.jobinsocialwork.co.uk – full range of social care jobs

www.socialcareassociation.co.uk – includes job vacancies

www.advancedchildcare.co.uk - commissioned by 5 local authorities to manage 14 children's homes in the North west, offer supply care vacancies.

Guidance work & Community Work

(See also **Social care** and **Working with young people** sections)

To research relevant job profiles see: www.prospects.ac.uk/links/socpastcare

www.prospects.ac.uk/links/counsel - job profile for counselling

www.therapytoday.net – online magazine for counsellors and psychotherapists

www.itsgoodtotalk.org.uk – British Assoc for Counselling and Therapy

www.relate.org.uk - information about training in relationship counselling

www.prospects.ac.uk/links/caradviser - job profile for careers adviser

www.prospects.ac.uk/links/adultguiwork - job profile for adult guidance worker

<http://nextstep.direct.gov.uk/> - Next Step Service – government funded advice centres for adults will be becoming part of: <http://careersadvice.direct.gov.uk/>

www.iagreview.org.uk – Information about the proposed Adult Advancement service

www.learnirect.co.uk – scroll down to careers at the bottom of the page for information about vacancies

www.prospects.ac.uk/links/hecaradviser - job profile giving information about becoming a higher education careers adviser

www.agcas.org.uk – Association of Graduate Careers Advisers – professional body for advisers working in universities

www.prospects.ac.uk/links/commworker - job profile for community development worker

www.citizensadvice.org.uk – employer volunteer and paid advisers

www.adviceuk.org.uk – support network for independent advice centres

www.cdf.org.uk – community development foundation

www.prospects.ac.uk/links/psychothera - job description and information about becoming a psychotherapist
www.bacp.co.uk/information/education/td.php - Training directory of psychotherapy courses

Housing

To get background careers information about the role and contacts/resources see: www.prospects.ac.uk/links/housingman

www.insidehousing.co.uk – guide to careers in social housing, also has a vacancies link
www.myhousingcareer.com - careers information site which also lists housing jobs
www.allhousingjobs.co.uk
<http://jobs.regen.net/> - regeneration jobs
www.housingnet.co.uk – housing association information and vacancies
www.housing.org.uk – National Housing Federation
www.cih.org - Chartered Institute of Housing
www.shelter.org.uk – The national housing and homelessness charity

Diversity

www.equalityhumanrights.com - the Equality and Human Rights Commission
A national organisation, with an office in Manchester – tel 0161 829 8100.
Their central recruitment information page is
www.equalityhumanrightsjobs.com
www.prospects.ac.uk/links/racerelofficer - job profile including contacts and resources section for race relations officer
<http://ec.europa.eu/social/> - European Commission
www.efd.org.uk – The Employers Forum on disability

NHS

www.whatcanidowithmydegree.nhs.uk - a useful site to explore the varied opportunities and career pathways for students of all subject disciplines within the NHS. Has lots of interesting case studies
www.jobs.nhs.uk/ - vacancies across the country.
www.nhscareers.nhs.uk Search via vacancies or link to employer list for locations and local vacancies. Contains detailed A-Z of job descriptions of the many roles available in the NHS.

www.bringingleadershiptolife.nhs.uk -NHS Management trainee scheme – 2 year scheme including the attainment of a professional qualification in either HR, finance or general management.
www.dh.gov.uk – Department of Health

Charities

To secure a paid position in a voluntary organisation it is often necessary to have previously undertaken some relevant voluntary work or to be offering a particular skill. See www.prospects.ac.uk/links/charity to research related job profiles.

To research the sector: www.prospects.ac.uk/links/charitysb

General information sites:

www.wfac.org.uk – information site for those interested in working for a charity

www.charitychoice.co.uk – an encyclopaedia of UK charities

www.ethicalcareers.org/ - useful information about charities, volunteering, ethical business, international development, the environment and community work. Includes articles and profiles of people doing the jobs. Plus news and jobs

www.guidestar.org.uk – useful resource for researching charities

www.charity-commission.gov.uk/ - contains a register of every charitable organisation in England and Wales.

www.institute-of-fundraising.org.uk/ - professional body for UK fundraisers

www.askwhatif.co.uk is a community website for people interested in careers that have a positive impact on other people's lives and the community they live in. Includes downloadable career profiles.

Sites listing jobs across the charitable sectors:

www.charityjob.co.uk Opportunities across the UK

www.charitypeople.co.uk

www.charitytimes.com

www.jobsincharities.co.uk

www.thirdsector.co.uk

www.voluntarysectorjobs.co.uk – lists jobs in charities

www.institute-of-fundraising.org.uk has a job-search page

www.ethicaljobs.net – ethical jobs, including charity internships

www.wfac.org.uk/links/recruitment.html - includes information about recruitment agencies specialising in charitable sectors.

www.ncvo-jobshop.org.uk – lists charitable jobs across the UK.

www.tbijobs.co.uk – The Big Issue jobs section of the magazine

<http://jobs.thirdsector.co.uk> Third Sector Jobs

www.oneworld.net/jobs - for jobs in human rights

Specialist charity recruitment agencies:

www.prospect-us.co.uk/ - a specialist recruitment agency specialising in the “not-for profit” sector

www.c-a-r.org.uk – Charity Action Recruitment

www.harrishill.co.uk - Opportunities in UK

www.edenbrown.com/charity-jobs - Eden Brown: Charity and Not for Profit jobs.

Charitable Internships

A small selection of charities offering some kind of internships/placements which could be suitable for graduates – most are unpaid, some attract a salary. Some are UK-orientated, others offer international development internships abroad

www.charitiesadvisorytrust.org.uk – has paid internships and “advanced internships” related to its card aid and food aid programmes.

www.oxfam.org.uk/jobs for details of jobs and unpaid graduate internships

www.cancerresearchuk.org/aboutus - they run 2 graduate schemes – in Fundraising Marketing and Communications and Corporate and Scientific Services. They also run unpaid 12 week internships.

www.citizensadvice.org.uk Citizens Advice Bureaux recruitment

www.barnardos.org.uk/internships -13 week unpaid placements

www.byc.org.uk/ - British Youth Council – 44 week program aimed at 16-25 year olds

www.savethechildren.org.uk/en/49.htm

www.nspcc.org.uk/whatwedo

www.youngfoundation.org/opportunities/internships/internships - 2 to 3 month unpaid placements based in London. Internships opportunities in policy research, press and events etc.

www.christianaid.org.uk/aboutus/jobs/index.aspx

www.turning-point.co.uk Turning Point is the UK's leading social care organisation.

www.amnesty.org.uk/

www.lookahead.org.uk – housing and care

www.atd-uk.org/ - ATD Fourth World is an anti-poverty organisation that engages with individuals and institutions to find solutions to eradicate extreme poverty.

www.greatplaces.org.uk – urban regeneration

www.groundwork.org.uk -charity which works towards making communities sustainable. Groundwork Oldham & Rochdale co-ordinates a national volunteer programme specifically aimed at graduates, providing work experience for those interested in developing a career in regeneration or the environment. See: - <http://oldham.groundworknw.org.uk/page.asp?id=2150> for more detail.

www.worldlandtrust.org/supporting/internships.htmThe World Land Trust offers unpaid six-month internships based in Suffolk. Interns gain experience of project development and conservation management and an individually tailored training programme.

www.redcross.org.uk/standard.asp?id=52382 – unpaid internships for graduates lasting 8-12 weeks.

www.gvi.co.uk/pages/projects.asp - Global vision International run a variety of volunteer projects.

www.restlessdevelopment.org – Youth led development agency with opportunities for interns abroad

www.developmentinaction.org – Development in Action

www.frontier.ac.uk – Frontier

www.vso.org.uk – an international development charity that works through volunteers. The Global Xchange program is a six-month exchange program aimed at young people.

International aid/development work:

(See also above section)

For an overview of this area of work see:

www.sussex.ac.uk/cdec/int_dev.php - downloadable leaflet produced by the University of Sussex covering international development work including post-graduate courses and graduate schemes.

www.bond.org.uk – British Overseas NGOs for Development (BOND). The UK's broadest network of voluntary organisations working in international development.

www.eldis.org/ - gateway to development information

www.experiencedevelopment.org – Brings together comprehensive information about the different aspects of international development. Also has a jobs section with paid, voluntary and internship opportunities.

www.developmentgateway.org – development information and knowledge sharing worldwide

www.devdir.org/ - Directory of 29,500 development organisations – search by country and region

www.careers.lon.ac.uk/output/Page615.asp - Getting into International Development – a site for students and graduates interested in international development.

www.oneworld.net/section/partners - a global site promoting social justice etc. Includes an ethical job search site.

www.wse.org.uk/ - World Service Enquiry. Charity that provides overseas placements, information and career advice to people who want to volunteer or work in international aid and development at home, or overseas in the developing world.

www.idealists.org – Action without Borders

www.wango.org/resources.aspx?section=ngodir

Worldwide NGO directory. Search by country, region and activity.

General Public Sector Job Sites

(See our other handouts **How to find Local Vacancies** and **Job Vacancy Websites** available in the Careers Room and on www.mmu.ac.uk/careers - click on Career Guides)

<http://yourcounciljobs.co.uk> – jobs across 10 Greater Manchester local authorities

www.thejobsmine.co.uk – Opportunities in Manchester & the North West

<http://jobs.guardian.co.uk/> – The Guardian jobs page

www.publicsectorcareers.org – vacancy site

www.governmentjobsdirect.co.uk - provides links to public sector organisations' vacancies pages.

www.jobcentreplus.gov.uk – National site giving info on vacancies and benefits/support available.

www.jobsgopublic.com – vacancy site for public sector and not-for-profit organisations.

www.jobsinpublicsector.co.uk – jobs board

www.publicjobsdirect.com – jobs board

Organising Local Voluntary Work

<https://a1.manchester.gov.uk/locgrps.nsf/main> - list of local voluntary and community groups in Manchester.

www.mmu.ac.uk/volunteering Get help organising some volunteering from MMU.

www.vamanchester.org.uk Directory of local voluntary bodies

www.do-it.org.uk Put in your postcode and search for local opportunities.

www.timebank.org.uk

www.volunteering.org.uk – Volunteering England - find your nearest volunteer centre

www.mev.org.uk - Manchester Event Volunteers- provides volunteering opportunities at 100 local events annually

www.gmyn.co.uk Greater Manchester Youth Network

www.sifeuk.org – student network to join the MMU network see:-

www.business.mmu.ac.uk/studententerprise/