

School of
International
Development
Life after DEV

Foreword by Staff

One of the tricky things about advising DEV students is the fact that every DEV student has different interests, experience and expectations. All DEV students are unique!

A degree in International Development opens doors to a diverse range of career options. From government agencies and the United Nations, to private sector companies and consultancy firms, to the many hundreds of large and small non-government organisations that focus on international development, there is a vast array of organisations that value knowledge and skills related to international development. This is great – but it can be daunting to new graduates. If you feel a little overwhelmed and unsure where to start in the search for your own unique career path we hope this booklet may prove useful.

The purpose of this guide is to help you to find out what you want to do, what you need to know and who you need to meet in order to do it.

Your time in DEV is one of the few times when you will have regular access to seminars, guest speakers from a variety of organisations, practical workshops to develop your skills, academic and careers advisors – and most importantly – a group of peers with similar interests and dreams to your own. Make the most of these – and use this guide to help you plan your ‘Life after DEV’.

We wish you every success and please remember to stay in touch! We would love to hear what you get up to after your degree.

Daniel McAvoy and David Girling
Directors of Employability

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Our Graduates' Experience

Manan_{_17}

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Acknowledgements

This guide originated in a series of conversations between students and staff and was made possible by an Edward Acton Teaching Fellowship. The guide was written as a team effort by DEV BA graduates Lucy Bence-Wilkins and Sonja Klingberg and by DEV lecturers Daniel McAvoy and Kathrin Forstner. Valuable comments and feedback have been provided by Kathleen Fincham and Diana Alston. We are indebted to numerous DEV alumni who have generously shared their experience by providing case-studies and advice.

What is the purpose of this guide?

The purpose of this guide is to provide practical advice to current students in the School of International Development to support them in developing their employability skills and relevant experience in, and understanding, of the sector.

Who is this guide for?

If the answer is yes to any of the following questions then this guide is for you:

- Are you an undergraduate or postgraduate in DEV, or have you recently left?
- Are you struggling to make sense of what jobs might be on offer?
- Are you unsure of how your experience in your degree can be transferred into the world of work?
- Do you want to know what you can do now to improve your prospects when you leave DEV?

We have written this guide specifically for current, and recently completed, undergraduate and taught postgraduate students in DEV who want to find out more about the range of opportunities which are available to them upon graduating. It aims to bring together information from a variety of sources to create a meaningful picture of careers for DEV graduates and to provide a practical guide of moving from your degree to these possible careers.

Why have we written this guide?

The graduate market is competitive, particularly in the current economic climate, so it is important to think about what you can do to improve your attractiveness to employers. Knowing what you want to do after leaving DEV can be difficult and knowing how to get there, even harder. This guide shows you the range of options that are available to DEV graduates and provides practical advice on how to get there. It hopes to bridge the gap between the aspirations of DEV graduates and the opportunities available to them.



Thinking about employment throughout your time in DEV

A DEV degree provides you with a range of skills and valuable knowledge – whether you are studying on a three-year undergraduate degree or a one-year postgraduate degree.

Skills are abilities and capacities which you can systematically develop. In terms of employment the skills you need are those that will allow you to carry out the job effectively. These skills include applying theory to practical or empirical problems, analytical skills, writing and communication skills, and the ability to work independently and as part of a team.

University is not just about getting a degree and there are many things you can do throughout your time in DEV to develop these skills further. It is great to start thinking about employment as early as possible but don't worry if you feel you have left it late. There is still plenty you can do.

Year 1

Write a CV: A CV will help you to get part-time jobs and work experience. Looking at your existing CV can also help you to think about what experience you need to get where you want to go. The Careers Centre will be able to give you good advice, and in addition there is an online CV builder on the UEA Portal to help you.

Take a part-time job: Student loans are often not enough to cover all living costs and it may be necessary to get some part-time work on the side. There are lots of opportunities in Norwich, such as working in a shop, restaurant, bar or office. Or you may want to work on campus, for example as a student ambassador. You may not feel like your part-time job links to what you want to do but working part-time during your degree demonstrates hard work, an ability to manage time and recognition of the value of money. This is in addition to any skills relevant to the specific job. The EmployAbility shop on campus can help you find available jobs.

Make the most of university life: Most DEV students have activities and causes that they are passionate about and being at university is a chance to find others who are interested in the same things. Make the most of this opportunity and get involved in a sports club or society. This shows willingness to commit to something and have interests outside of your degree. It can also demonstrate organisational skills, team work and initiative. Employers like to see that you are a well-rounded person with good social skills.

How will you spend your first summer?

Summer is a great opportunity to gain experience, through summer work, travelling or volunteering. This may also be the time to start thinking about Internships for a summer placement or where you want to do your work experience. There are many opportunities for internships; with NGOs, charities or larger development organisations.



Year 2

Volunteer: There are many opportunities to volunteer while you are at university, and some of them are very DEV-related. These opportunities exist both on campus and in the local community. Whether you want to work with disabled people, do youth work or help look after the environment, there will be a volunteer opportunity that allows you to gain that experience. Take a look at Page 32 for a list of volunteer opportunities.

Practical skills training: The School offers a number of practical courses which may be part of, or in addition to, your current modules. Think about what skills you need and make the most of opportunities. A list of possible training courses is included on Page 28.

Learn a language: Language skills are often a requirement for work in the field of international development. The School of Language and Communication Studies provides you with different opportunities to learn a new language or improve existing language skills. You can take a module from one of their degree programmes or attend one of the evening classes that run during semester time. Use a summer to consolidate these skills by travelling.

Top Tip:

Remember to always keep updating your CV and use your summers wisely!

Year 3

Take a work experience placement: A distinctive feature of the undergraduate degree programme is the opportunity to go on a work placement. Students can work for an organisation overseas or in the UK. This is a credited third year module. The Development Work Experience module is an excellent opportunity to acquire practical skills to complement the theoretical focus of other modules. It allows you to gain some essential overseas experience before you've graduated and you will be able to demonstrate to employers that you are motivated, committed and able to adapt to a different culture and way of life.

Network: The importance of networking cannot be emphasised enough! While studying at DEV you should be building up networks that might help you to spot opportunities and enter a particular career path later on. Go to conferences and meetings and use career-related events such as the Working in Development Forum to meet practitioners and potential future employers. You should also stay in touch with your fellow students after you leave DEV and join DEVs LinkedIn Alumni group 'School of International Development'.

Register for the Graduate Internship Programme:

This offers the chance to secure a paid internship of up to 12 weeks with a local organisation. It is the perfect way to develop your skill set after graduating from DEV. Internships are a great way to kick start your career. Take a look at the opportunities available:

www.uea.ac.uk/internships

Postgraduates

If you are a postgraduate student you may have a lot of experience in development or you may have none. If you have lots of experience, think about what skills you need to develop – what will help you in your work?

If you have none, learn from those that do have experience and make sure you do as much as possible. Engaging in activities outside of your compulsory academic courses will build skills and help you to get a job once you complete your Master's.

If you are an international student, you may gain a great deal by working or volunteering with a UK-based organisation. This will count as 'professional development'.

Much of the advice for postgraduates is similar to that for undergraduates provided over the last two pages. However, there is some added advice which may be particularly relevant for postgraduates.

Postgraduate Internships

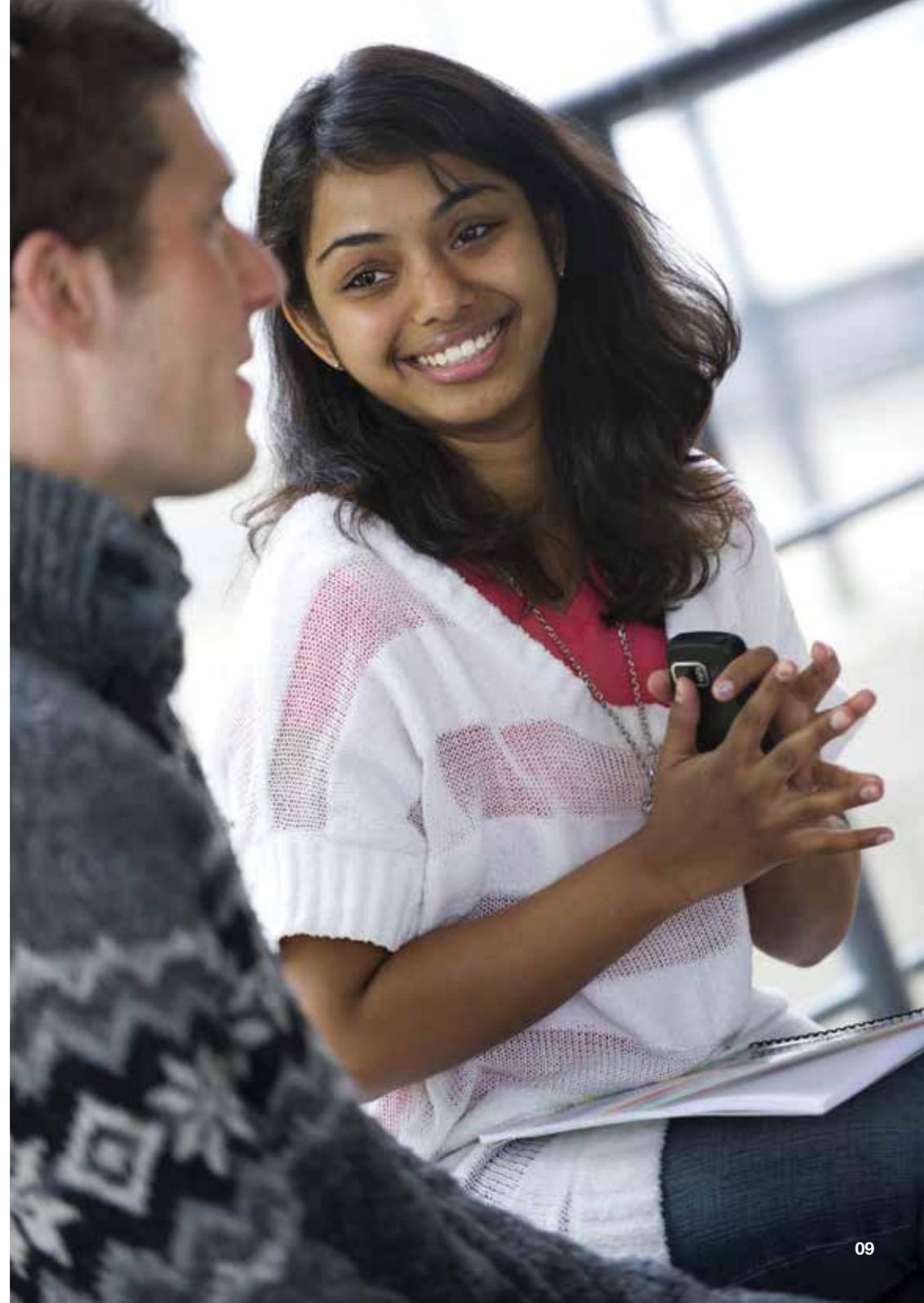
The School of International Development provides support for students to find internships (work placements) within development organisations during their Master's degree. There is a database with details of available opportunities and organisations that have previously offered internships, and the School is developing new relationships all the time. This is a great opportunity to obtain valuable experience with UK, European or International organisations working in the field of community development, environment, health, education, etc.

Practical skills training

The Master's degree offers a whole range of workshops and courses which can provide you with practical skills. Think about what skills you may need for different jobs. For example, if you want to work in research it is really important to take a methods course. You can also make the most of opportunities that are not a formal requirement of your degree; for example the gender workshop, participation workshop, project management course or ethnographic film-making for development professionals.

DEV seminar series

The School of International Development has a lively research community and regularly invites speakers from across the world. The weekly seminars are open to everyone but may be particularly relevant for postgraduates. Not only will they give you knowledge of a broader range of topics, but they are also a great opportunity for networking with other students, staff and outside researchers.



Where can I use a degree in International Development?

Working in development is not as easy as simply deciding to work for the government or an NGO. There is a huge range of employers within the development sector. Within these organisations there are also many routes which DEV students may take; from campaigning and fundraising to researching and influencing policy.

Working for an NGO

Project management/administration: Working 'on the ground', overseeing and co-ordinating the implementation of development programmes. The responsibilities of a project manager typically include project direction, technical advice, co-ordination with donor agency/local government and the production of project reports. To become a project manager it is usually necessary to have a considerable amount of experience, so graduates tend to start off as interns or project assistants.

Technical roles: These roles need a high level of expertise in a particular field, such as civil engineering, public health or education. These roles often require a number of years of professional work experience as well as relevant qualifications. If you would like to go down this career path, it is likely that you will need a professional qualification or at least a Master's degree. However, there may be internships offered within the technical departments of NGOs or consultancy firms. Gaining work experience in the field you wish to specialise in is a valuable first step.

Advocacy/Campaigning: Roles within this category involve organising effective campaigns and lobbying decision-makers in order to influence policy decisions. Development organisations involved in advocacy work typically campaign for a particular issue, such as the rights of tribal people, action on climate change or making businesses more ethical and accountable. Experience in volunteering and activism is highly attractive to such organisations. Choosing to do a degree in International Development in itself demonstrates that you are passionate about positive change.

Fundraising: NGOs are often on the lookout for people with fundraising skills who can help increase the resources that are available for an organisation's activities. The work can range from telephone fundraising to organising large fundraising events; the type of fundraising work largely depends on the size of the charity or NGO. Developing creative fundraising strategies and using sales and marketing skills to encourage donations are key aspects of fundraising jobs. At university there are a lot of opportunities to gain fundraising experience (for example through the many clubs and societies) which will look great on your CV.



Think-tanks
and research
institutes

Government or
public sector

Bilateral and
multilateral
agencies

Academic
organisations

Who
can you
work for?

Local,
national and
international
NGOs

Private sector
and commercial
companies

Charities, social
enterprises and
civil society
organisations

Emergency relief
organisations

Working in research and policy

When studying for a DEV degree, you have the opportunity to develop your analytical and research skills in addition to gaining an in-depth understanding of a range of development issues. Positions as researchers or policy advisers are therefore among the possible career paths for DEV graduates. This could involve work at academic institutions, research institutes, think-tanks, government agencies, multilateral organisations or international financial institutions. This may be as a short term, self-employed consultant or as permanent member of staff.

Research: Researchers are more interested in the underlying issues and policies that affect poverty and development rather than project implementation. Research positions are typically found within think-tanks, non-profit organisations, universities and government development agencies. There is a range of opportunities within this category, from research assistant positions for recent graduates to more senior positions that often require a doctorate degree.

Most researcher postings require specialised training in research methodology and methods. While some of these positions may be based in the developing world, other researchers engage in short, or sometimes long-term, field research in developed countries. In addition to preparing and conducting research, work in this field also involves producing written pieces for publication and presenting research findings at seminars and conferences.

Top Tip:

Make sure you take research methods courses such as RSSA while in DEV if research is an area you want to get into.

Policy: Policy-related job roles are more concerned with the planning and implementation of programmes and interventions. There is a wider range of jobs in the policy sphere than you may think. Policy engages not only politicians and senior decision-makers in development agencies. A lot of the work around policy-making involves research, communication and technical expertise. Becoming a civil servant is only one way into development policy, and it is possible to gain work experience in large multilateral organisations while studying. For example, interning with UNDP or the World Bank is often only possible if you are a student.

If you are an international student it is a good idea to familiarise yourself with internship opportunities with government agencies at home, as these may open doors to work experience at embassies abroad or UN country offices in developing countries. Mature students with considerable professional experience may be eligible for United Nations Volunteer placements or Junior Professional Officer positions.

Working locally

Whilst you may have decided to do a degree in International Development because you are interested in working overseas, it is worth remembering that studying social, economic and environmental issues opens many doors close to home as well. The analytical skills you have gained through multidisciplinary studies, combined with personal commitment and a drive to change things provide a good starting point for work in local government or for a community organisation. For example, sensitivity to gender issues and an understanding of topics such as migration, social exclusion and policy are valuable features of DEV graduates in local contexts as well as abroad.



Working in the private sector

For DEV graduates, there are different ways to make a contribution to development.

This may include work in the private sector – in areas such as corporate social responsibility, ethical business practices or green innovation. Depending on your interests and the topics that you specialised in during your degree, you might also work as a consultant on issues relating to economic and social development or environment and sustainability. Even more ‘mainstream’ jobs in the private sector (such as in finance and business management) may form part of a career in International Development by providing you with key skills that are valued by development organisations.

Promoting responsible business and trade

Increased awareness of how large corporations operate around the world puts pressure on the private sector to adhere to national and international regulations, and respond to the expectations and demands of ethically minded consumers. Corporate social responsibility, environmental sustainability and international labelling standards, such as Fair Trade, are aspects of the private sector in which a degree in International Development can be highly relevant.

Many profit-seeking companies employ individuals who can demonstrate a commitment to social and environmental issues and are able to contribute fresh ideas and innovative solutions.

Private sector companies do not necessarily have staff responsible for community development projects or sustainability initiatives, but may instead partner with development organisations and carbon offsetting schemes. These activities are often managed through marketing and PR factions rather than by people with expertise in development or the environment. Therefore, as a fairly recent and developing field, the ethical and environmental side of the private sector also gives you the chance to create your own opportunities by offering firms your know-how and drive to improve practices.

Top Tip:

Why not get in contact with companies to discuss your ideas about how they could do things better, and how you could help them make a difference.



Graduate schemes: Private sector graduate schemes may provide you with an excellent opportunity to develop new or improve existing skills after graduating from university. They may seem difficult to apply for, as companies often categorise different graduate streams in narrow ways and do not have a “Degree in International Development” box that you can tick in order to indicate where your expertise lies. However, this does not mean that you cannot apply, but rather serves as a reminder that relevant jobs are not always obvious and easy to access directly.

Event management: Gaining valuable experience in administrative work and planning logistics, as well as meeting people in the development industry are just some of the benefits of getting involved in event management. Large international conferences always need volunteer helpers, and paid positions can be found in organisations that run a lot of fundraising events. Even if an event is not strictly related to international development, event management encompasses many skills employers across sectors are looking for. You will be able to demonstrate that you are an organised, innovative and hard-working employee with experience of working under pressure.



Consultancy: Development consultants offer clients professional advice on their area of expertise to help the client with a particular project, such as the design of a development programme. Consultants either work for a consultancy firm or are self-employed. Often, consultancy is closely linked to research, so a company may offer both consultancy and research services. There are many roles available within this category, because consultants usually offer specialist knowledge. Due to the importance of professional expertise, consultants usually have many years of experience working in different roles within the development sector. Getting a job with a consultancy firm can be difficult for recent graduates and may require Master’s level qualifications. However, a number of firms do offer internships to graduates and this may be a good way to get your foot in the door.

Life After Dev

Ryuta Hiratsuka
DEV graduate 1998

Ryuta worked as an intern and consultant for the United Nations Industrial Development Organisation. He then joined the Nissan Motor Company in 2003. As a global marketing manager he was responsible for the successful global launch of the world’s first ever mass-produced electric car.

Development Consultant **Development Economist** Development Researcher
Event Management Community Development Manager **Media Officer** Corporate
 Social Responsibility Manager **Programme Officer** Project Officer **Peaceworker**
 Policy Adviser **Funding Officer** Compliance Officer **Business Development**
Manager Funding Coordinator **Business Analyst** Corporate Partnerships
 Manager **Fundraising Manager** Country Director **International Programmes**
Manager Disaster Risk Reduction Adviser **Project Manager** Policy and Advocacy
 Manager **Capacity Building Expert** Food Security Adviser **Environmental**
Sustainability Manager Health Adviser **Development Manager** Communications
 Manager **Humanitarian Officer** Education Social Enterprise Officer **Grants**
Compliance Officer Monitoring and Evaluation Manager **Child Protection**
Officer Forestry Officer **Fisheries Manager** Public Engagement Coordinator
Logistics Manager Campaigns Manager **Media and Advocacy Manager** Social
 Media Officer **Human Rights Officer** Water Programme Manager **Monitoring**
and Evaluation Adviser Education Programme **Manager Agriculture and**
Natural Resources Manager PR Officer External Evaluation Consultant **Grants**
Officer Country Manager **Programme Administrator** Regional Campaigns and
 Communications Manager **Events Manager** Head of Impact and Effectiveness
Volunteer Quality Officer Major Giving Manager **Head of International**
Youth Engagement Programme Accountant **Governance Programme Officer...**



Our Graduate's Experience

Manan Kotak

Course:
 MA International
 Social Development

Year Graduated:
 2009

Occupation:
 Consultant

Employer:
 UNICEF

Location:
 Ethiopia

After I completed my Master's in DEV I volunteered with National Mental Health Charity, 'Mind' in Norwich on the project 'Social Inclusion' as a project worker. The project was supporting black and minority refugees, asylum seekers and immigrant communities in Norwich. I later found a job in the same organisation and worked there for almost 2 years.

Recently I have completed an assignment with UNICEF in Ethiopia as a Consultant for Education in Emergencies Training in Psycho Social Support, Peace Education and Disaster Risk Reduction in emergencies affected/prone areas, Refugees and IDP camps.

What would be your top piece of advice for current students?

I just want to advise students to keep an eye on the different websites and keep applying, as you never know what's waiting for you! Also keep in contact with the University Careers Advice Centre to review your CV and covering letter and ask your supervisor or lecturers in DEV, there are many of them who are happy to help you.



Which job is right for me?

Knowing what you want to do and what you are good at is important for many reasons. However, discovering your exact interests and goals is often the most difficult part for many students and graduates. Who you are and what you want to do is therefore something worth thinking about.

A few lucky people seem to know instinctively what they want to do in life and simply get on with the business of doing it. The rest of us have to try and work it out the hard way. Building and continuing to develop a realistic idea of who you are, what your strengths and limitations are, what motivates you – and what doesn't – are critical steps in developing a career plan.

When thinking about which job is right for you there are a number of things that you may want to think about.

Personal motivation

- Which aspect of development are you most interested in?
- What development issue are you most interested in or concerned about?

Goals

- What do you hope to be doing: in 10 years, in 5 years, etc
- What can you do right now to move in the direction of meeting these goals?

Knowledge

- What knowledge do you have that others may find valuable?
- What knowledge do you need to develop?

Skills

- What skills do you have that others may find valuable?
- What skills do you need to develop?

Experience

- What experience do you have?
- Which jobs/internships did / didn't you enjoy, why?

Values

- How do your values positively influence (or limit) the aspect of development you are interested in/good at?

Networks

- Who do you know that can help you reach your goals? What can you offer in return?
- Who can you meet to get further information and advice?
- What events, opportunities or experiences are most likely to put you in contact with people who you can assist/can assist you?

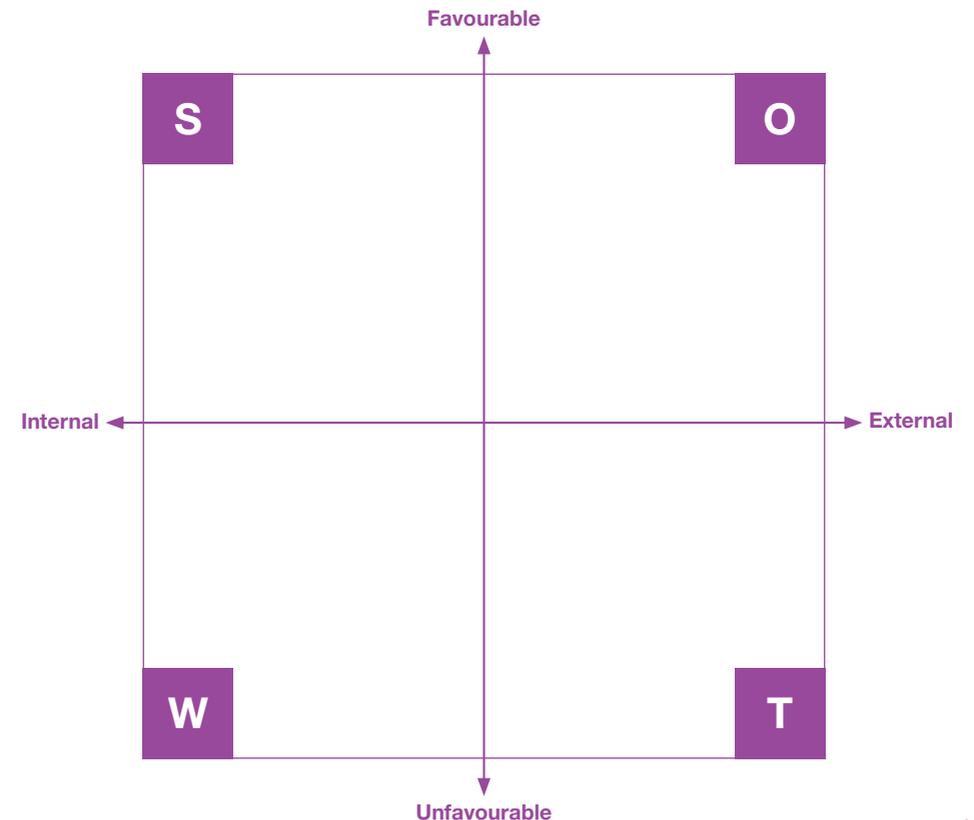
SWOT Analysis

An exercise that may help you with figuring out what skills you have and what you are good at is a SWOT analysis. Many of you will have used this as a tool to analyse projects and policies but it can also be useful for personal career planning.

Instructions

- Find somewhere quiet to work on this exercise; it will take around 30 minutes.
- Spend a few minutes thinking about where you imagine yourself 12–18 months after leaving DEV. Describe this in a few words on the top of a sheet of paper.
- Divide the remainder of the page into four sections labelled **Strengths**, **Weaknesses**, **Opportunities** and **Threats**.

- Think carefully about your **Strengths**. Write a list of all the qualities, abilities and skills, qualifications and experience you have, which may help you achieve your goal.
- Now do the same for **Weaknesses**. These can be areas you need to develop (e.g. public speaking) or personal attitudes you think limit you in some way (e.g. being shy)
- Now focus on external factors. Start with **Opportunities**. What specific opportunities are open to you that will move you in the direction of your goal (list at least 10)
- Finally look at **Threats**. What factors or conditions outside of your control have the potential to stop you from achieving your goal. How can you avoid or minimise the impact of these?



Making a plan

If you have completed each section of the SWOT analysis, you now have a rich pool of data to develop a personal development plan.

Look over the **strengths** and **weaknesses** categories and identify several strengths and weaknesses that you feel are most significant.

How can you maximise your strengths?

Which **weaknesses** can you do something about in the next month? In the next six months?

In looking at opportunities, which look most promising?

- Where can you get some more information?
- Start researching
- Who in your network can help or give advice?

In looking at the threats how can you avoid the worst impact of these threats or external limitations?

It may help to get a second opinion from a partner or a friend:

- Do they agree with your analysis?
- Can they identify additional strengths or weaknesses?
- Do they notice opportunities or threats that you haven't?

Think about the process. Does it feel supportive or critical? It is good to be able to respond to constructive criticism.

Use this space to write three things you can do right now to bring you closer to your chosen goal:

How do I translate my skills from DEV into a CV or job application?

DEV graduates should be well placed in the job market since they can offer potential employers not only their knowledge of development but many transferable skills too.

These are skills you learn as part of your degree, such as the ability to analyse information or situations, construct evidence-based arguments, problem-solve, etc. You can also gain relevant skills through work experience opportunities, volunteer work, part-time work and practical training.

CV Top Tips

- Update your CV regularly so you can keep track of everything you do. It is easy to lose track after you leave university
- Tailor your CV to the job you are applying for, never send out a generic CV!
- Have a master CV with all jobs and experience. When you apply for jobs just select the most relevant bits in order to create a CV that is specific to the job application
- Keep it relevant, you don't have to include everything
- Be concise. Usually a CV should be no more than two pages, although an academic CV can be longer. If you have a lot of experience it may need to stretch to three pages
- Make it look professional. You can be imaginative but don't put funny symbols or use fonts such as Comic Sans MS. Also make sure you have a professional-sounding e-mail address, don't keep the one you created when you were 13
- Put your contact details in a footer in case pages get separated
- Keep your CV SMART. When writing your employment history, make sure you describe your job role in a way that is Specific, Measurable, uses Active (verbs), and is Results oriented and Time bound.

Example:
'responsible for delivering Tesco groceries' can become:

As a Tesco Delivery Driver I managed a complex schedule of 200 household deliveries per week achieving consistently high customer satisfaction.

I trained and supervised 4 new delivery drivers in safe, client focused, timely distribution techniques. My performance was recognised in my award of 'Employee of the month' for Ipswich Road branch.



Demonstrating key competencies

It helps to keep an eye on jobs that are being advertised. These are a good indicator of the kinds of skills you will need to be employable when you graduate.

Most job applications ask you to demonstrate key competencies. There are a number of skills and qualities which development organisations look for when recruiting, and many of these skills can be developed during your time in DEV. Depending on the job role there may be some more specific skills you need to develop. What follows are general skills you may be asked to give evidence of. It is not a comprehensive list, but gives you an idea of the kinds of skills you may need.

Communication

In writing

Communicating ideas or facts effectively to others in writing.

Evidence:

Writing up a project or dissertation, writing for a course placement, writing for the student newspaper, writing a DEV blog.

Top Tip:

This will more likely be judged through the spelling and grammar in your application form, cover letter and CV; always check through your applications carefully and make sure your answers are concise and to the point. Ask somebody else to proof read your final copy.

Verbally

Able to express your ideas and views clearly and confidently.

Evidence:

Giving presentations, participating in seminars, working as a receptionist as a part-time job, lobbying or petitioning for a cause.

Example answer:

While at university I was part of an active community against trafficking through the organisation Stop the Traffik. I was responsible for raising awareness about the problem of trafficking; educating people how it affects them and what they can do about it. As a result of my persuasive communication 20 new people became members of the group and we were able to lobby government more effectively.

Top Tip:

When you answer these types of questions, think CARE: Give the Context of the situation, the Actions you carried out, the Results of these actions and then Evaluate what you've learned.

Life After Dev

Stephanie Wies

DEV graduate 2007

Now working for SOS Children's Villages as Development Education Officer

"Every job you take on will be a learning experience. Reflect on what you have learnt and what skills you have gained or strengthened and this will help you get a new job. Be critical as well and think what you like/do not like about a job and work around your strengths when you apply for jobs."

Analytic/research skills

The ability to assess a situation, seek multiple perspectives and identify key issues that need to be addressed.

Evidence:

Researching for essays and dissertation, student journalism, modules that include policy analysis.

Top Tip:

Remember that DEV has a reputation as a top institution for International Development. Make sure you mention the emphasis placed on developing critical reasoning.

Time management

The ability to effectively use time management as a regular part of a job.

Evidence:

Balancing your studies with a part-time job or volunteer placement, managing the challenges of an internship, coping with family problems.

Example answer:

During my degree I also worked part-time as a receptionist in a local company. In managing both my degree and my job I demonstrated an ability to organise my time effectively. During this time I did not miss a deadline and I was able to financially support myself through university.

Multicultural sensitivity/awareness

Recognising diversity and being sensitive to other people and cultures.

Evidence:

Volunteer placement or internship in another country, managing group work with people from different cultures, volunteering with a local agency concerned with people from different cultures.

Top Tip:

DEV students have an unusually high level of international experience which builds high levels of maturity and personal responsibility. Make sure you recognise and emphasise these strengths when searching for jobs.

Our Graduate's Experience

Lucy Bence-Wilkins

Course:
BA International Development

Year Graduated:
2011

Occupation:
Project Manager

Employer:
HTSPE

Location:
UK

Since graduating from DEV in 2011, I have been working at a development consultancy called HTSPE Ltd as a Project Manager. The company bids for work from donors such as DFID and the EC and then manages programmes that are won. My role involves helping to prepare proposals, helping to write sections of the proposal and editing, formatting and submitting the final document.

Working at HTSPE has given me some really useful practical skills, such as proposal writing, networking and project budgeting as well as a good knowledge of the international development sector and the relationship between the donor and the project. The role has allowed me to develop my own understanding of the kind of career I would like in the future, and I have decided to do a Master's this year to specialise in the topics that most interest me.

What would be your top piece of advice for current students?

My top piece of advice for students would be to get involved with what you are interested in and make the most of the long holidays by working, volunteering or travelling. Also, unless you've got loads of relevant experience already, don't be afraid to include all of the jobs or volunteering you've done on your CV, even if it's not relevant to development work, as it will show that you have lots of different of skills.



Life After Dev
Sonja Klingberg
DEV graduate 2011

"Take the job spec point by point and think about what examples you have to demonstrate your abilities. Use these examples to build your CV. Then – think about prioritising your experience - what are the top three or four things the employer is looking for - try and get these in your cover letter and on the front page of your CV".

Teamwork

Being able to work as part of a team in a professional manner to achieve a common goal.

Evidence:

Working on a group project, RAG fundraising, team sports, working in a busy office, being part of a team of volunteers.

Example answer:

During my degree I participated in an optional ethnographic film-making workshop. The workshop was five days long and in this time we worked as a team of four to create a short ethnographic film on a local drama group. After we had thought of the idea for our film we decided that the most effective way to achieve our goal would be to divide up tasks. It was my role to identify an appropriate group and to approach them to see if they would be willing to participate. I was able to identify and gain consent from a group nearby and this enabled my team to start filming promptly, allowing us to complete our film in the allotted time. This film was shown in a screening the following week and we invited the members of the drama group to attend.

Flexibility

Openness to new ideas and concepts, being able to work independently or as part of a team, and able to carry out multiple tasks/projects.

Evidence:

Managing studies and job/volunteering, working/volunteering in another country, managing group work.

Top Tip:

When filling in an application form, use the key words that they put into the person specification.

Example:

"ability to work flexibly on own initiative and as part of a team"

Aim to integrate these words into your answer as you demonstrate these competencies.

Our Graduate's Experience

Holly Notcutt

Course:
MA Development Studies

Year Graduated:
2010

Occupation:
Community Development Manager

Employer:
Great Yarmouth Borough Council

Location:
Great Yarmouth, Norfolk

I enrolled at the UEA as a part-time student whilst working as a frontline community development worker for a small charity in Great Yarmouth, Norfolk. DEV provided me the opportunity to apply International Development theory and knowledge into my field based work. The principles of working with communities to address poverty reduction in the UK are largely the same as those used worldwide, and my DEV degree has enabled me to develop my career whilst maintaining a social commitment to Great Yarmouth. I am now Community Development Manager in local government, working to ensure development theory and principles are embedded in mainstream practice across the borough.

What would be your top piece of advice for current students?

Get out there and get involved in local community – based initiatives. Much of what is learnt in the classroom can be applied on the ground in communities in and around Norwich and wider Norfolk. Internships and volunteering schemes abroad are often attractive, but there is also much to learn (and much to do!) right on your doorstep.



Where can I find out more?

There is a huge numbers of resources available to you while you are in DEV – make the most of them! Go to events, seize opportunities and utilise the services offered by UEA. You will probably never have another time when it is so easy to access so many resources.

Opportunities

Professional skills training courses: A great way of improving your chances in the job market is to boost your practical skills. One of the things that makes DEV unique is the provision of 1 to 5 day professional training courses for Undergraduate and Master's students in a range of topics. These short courses are optional and are held over weekends or university holidays. They can teach you valuable skills to help prepare you for work in the development sector.

Most of these optional courses involve a nominal fee to students (around £10–£15 per day) with the full cost of running the workshop heavily subsidised by DEV.

Previous 1 day workshops include:

- Introduction to project management
- Proposal writing for NGOs
- Introduction to financial management for project managers

Previous 3-5 day courses include:

- Essentials of humanitarian practice (run by Red R)
- Ethnographic film-making for development practitioners
- Implementing organisational change: practical techniques and approaches for gender specialists
- Introduction to geographical information and mapping systems

Weekly research seminars: You may not always feel like attending extra lectures but the DEV Research seminars, usually held on Wednesdays and Fridays, give you a great opportunity to learn more about the topics that really interest you.

They also help you keep up-to-date with recent research trends, and give you the chance to talk to postgrads and academics, thereby helping you to develop those all-important networking skills.

E-mails: Although you get loads of e-mails and it is tempting to ignore them, DEV does send out a lot of really helpful information about jobs and organises events such as talks by local employers or NGOs. These events are a great opportunity to find out what kind of opportunities are out there and to network with employers.



Events

Students Jobs and Volunteering Fair: The annual Student Jobs and Volunteering Fair is organised by EmployAbility and held in the LCR, usually in early October. A large number of local employers, businesses, charities and social enterprises have stands at the fair and are looking to recruit students. It's a great opportunity to find some part-time work that can really improve your skills and work experience, or get involved with a charity doing some volunteering.

Working in Development seminar series: DEV hosts a number of seminars and events throughout the year provided by speakers from various organisations discussing themes around the topic of working within the development sector. These are key opportunities to find out about different sectors within International Development.

The emphasis of these events is to connect students with UEA alumni and development practitioners from a range of leading NGOs, government agencies, consulting companies and other organisations working on international development or similar issues in the UK.

This takes place through a mixture of key-note speakers and informal talks intended to allow plenty of opportunity for you to ask questions about practical issues related to finding work in the sector, challenges of working in the field, or the skills, experience and qualifications that are expected in particular jobs.

Top Tip:

Make the most of any informal social opportunities to network with the speakers from the various organisations.



Services

The university offers a lot of help and support for students just starting their careers. UEA Careers and Employability offers a wide range of services; whether you need someone to look at your CV, point you towards suitable job, internship and mentoring opportunities, or if you would like a practice job interview to prepare for job applications.

There is one careers adviser especially assigned to help DEV students and holds regular 'drop-in' sessions within DEV as their regular day-to-day work as part of Careers Advisers based in the nearby Careers Centre. They can help you with anything from figuring out what you are interested in to finding the right opportunities for you to start building relevant skills and work experience. They can also support you in starting to apply for jobs.

A few words from Careers and Employability

Careers and Employability works in partnership with DEV to plan and deliver a comprehensive programme covering career management, employer and industry focused events and one-to-one guidance. Building links with employers, industry and start-up enterprises is central to our work, enabling us to provide students with a wealth of vacancy, internship, voluntary, mentoring and graduate opportunities. We encourage enterprise, innovation and aspiration throughout our students' time at UEA.

Careers and Employability are here to offer advice and support on a range of initiatives. We provide relevant and timely labour market information and develop and maintain relationships with potential employers, mentors and alumni.

In addition, more specific advice can be offered about working in development throughout your time in DEV and up to three years after you've graduated.

There are also the DEV Employability Directors who organise events such as the Working in Development Forum and have a wealth of knowledge to do with working in the field of development. If you have a specific idea of a guest speaker or event you would like to see they would be pleased to hear from you!



Further Information

Whether you have a clear idea of what you want to do or you're still working it out, there are a number of places you can look for more information or opportunities. Below are some suggestions but our list is not exhaustive. Always be on the lookout for new sources of information.

Volunteering

The EmployAbility office on the UEA campus can offer specific advice on matching students up with volunteer opportunities.

Here are some of the charities with which DEV students can volunteer:

- Amnesty International
- MIND Inclusion (working with migrants with mental health problems)
- NEAD – Norwich Education and Development
- Norwich-African community
- Norwich International Project
- Oxfam
- Red Cross (projects with newly arrived migrants, and work in schools to educate children about refugees)

There are also a number of university societies that DEV students might want to volunteer with, including:

- Medic Air
- READ International
- St John's Ambulance

Volunteer organisations

2 way development

www.2waydevelopment.com

Voluntary Services Overseas

www.vso.org.uk

UN Volunteers

www.unv.org

UN Online Volunteers

www.onlinevolunteering.org

Skillshare International

www.skillshare.org

Work Away

www.workaway.info

Independent Volunteer

www.independentvolunteer.org

DFID International Citizen Service

www.ics-uk.org.uk

Top Tip:

Browse the websites over the next few pages to find the ones that interest you, check them regularly and sign up to their job alert e-mails.

Job sites

ALNAP jobs and Consultancies

www.alnap.org

Charity job

www.charityjob.co.uk

Dev Net

www.devnetjobs.org

Development Gateway

www.developmentgateway.org

Earth Works Jobs

www.earthworks-jobs.com

Eldis

www.eldis.org/go/jobs

Ethical Performance

www.ethicalperformance.com/recruitment

Euro Brussels

www.eurobrussels.com

Idealist

www.idealists.org

Jobs 4 Development

www.jobs4development.com

Local Government Careers

www.lgjobs.com

Milkround

www.milkround.com

Policy Jobs

www.policyjobs.net

Relief web

Reliefweb.int/jobs

TPP

www.tpp.co.uk

UK Government Jobs

www.governmentjobsdirect.co.uk

Third Sector

www.thirdsector.co.uk

One World Group

www.oneworldgroup.org/jobs

International Jobs

www.internationaljobs.org

Microfinance Gateway

www.microfinancegateway.org/p/site/m/jobs

Environment Job

www.environmentjob.co.uk

Development Aid

www.developmentaid.org

Voluntary Sector Jobs

www.voluntarysectorjobs.co.uk

UN Careers

Careers.un.org

Useful Information/ Directories

Directory of Development Organisations

www.devdir.org

Development Studies Association

www.devstud.org.uk

NGOs India

www.ngosindia.com

Bond (also has jobs)

www.bond.org.uk

Devex (also has jobs)

www.devex.com

Charity Choice

www.charitychoice.co.uk

Why Dev

www.whydev.org

Careers advice

UEA Careers and Employability

www.uea.ac.uk/careers

www.uea.ac.uk/internships

K Coach

www.kcoach.net

World Service Enquiry

www.wse.org.uk

Prospects

www.prospects.ac.uk

University of London Careers

www.careers.lon.ac.uk

University of Bristol Careers in Development

www.bris.ac.uk/careers/careersin/development.asp





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