



CAFOD www.cafod.org
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CAFOD – The Catholic Church’s English and Welsh arm of Caritas, a global network of relief and development organisations. Sections deal with development, emergencies, awareness raising, advocacy and social justice

Services – Funds and works with partner organisations

Working for CAFOD – The ‘partner’ orientation of the organisation means that it employs less people directly. Nevertheless it also provides expertise to help those partners. Entry level roles are found in support of those experts. In the development section, for example Programme Officers depend on programme administrators to help ensure that programmes are appraised, funded, monitored and evaluated.

Typical administrator (development) tasks –

- Dealing with Partner correspondence, grant payments, maintaining project files and updating country budgets.
- Help prepare project applications for funding, analysing evaluation reports and preparation of country policy documents.
- Maintain database, respond to information needs of other departments
- Meeting visitors and help organise visitor programmes including travel and accommodation needs.
- Prepare relevant meetings, field visits and, when needed, deputise for the Programme Officer at meetings.

Qualifications – A willingness to take on the role for a minimum of one to two years. The entry level job can be a stepping stone for professional development jobs but CAFOD wants a commitment to the initial role as well.

- Solid administration skills. Fluency with the standard office packages including spreadsheets and databases
- Relevant language skills – for example Spanish, French, Portuguese as well as English. Knowledge of native languages is a bonus.
- Organising skills – plus an ability to work in teams and an ability to work on own initiative.
- Numeracy – dealing with budgets and payments are standard tasks in the role.
- Interpersonal and diplomatic skills – communication in a cross cultural context.
- A sympathetic understanding of the work of the Catholic church and its role in relief and development.
- Knowledge of geographic sector role is associated with. Usually this will have involved living and working in the relevant region and probably with a development organisation.

Career progression – Many applicants for entry level roles ambitious to take on more senior roles. While this will be through a competitive process internal candidates are in a strong position. They can maximise their chances while in post by developing a close relationship with Partner organisations, introduce an element of specialisation into their work through a focus, for example, on health or nutrition and become very familiar with programme standards and methods of working. In some cases an administrative level job gets regarded after an accumulation of additional responsibilities.

Volunteering and Internships – typical volunteer roles include speaking in parishes about CAFOD, raising funds, talking to schools pupils and teachers about the issues. Working in regional and national office on administration and in committees and working groups developing new policies.

Internships are currently being piloted. CAFOD departments are able to submit bids to take on an intern (who are paid £11.5k). Internships could be in International division, campaigning, public policy and youth work, for example

Jeff Riley – SOAS Careers Service.

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