

2014 Workforce Survey

Top Line Findings



Every two to three years NICVA conducts a Workforce Survey which provides a comprehensive overview of the voluntary and community sector workforce in Northern Ireland. The 2014 Workforce Survey explored a broad range of issues including workforce profile, salaries, pensions, recruitment, retention, restructuring, training, benefits and future trends. The online questionnaire was sent to 3,327 organisations across the sector and generated a response rate of 17.4% ($n=580$).

This summary presents top line findings from the Survey. These findings are also displayed in the attached infograph. The analysis is based on those organisations that employed paid staff ($n=330$) and completed the salary grid¹. A more comprehensive analysis of the 2014 Workforce Survey will be presented in the State of the Sector 7 report which will be published early in 2016.

A number of positive findings emerged from this research. For example, females were more equally represented in senior roles such as Director and Senior Function Head in comparison to findings from the 2012 Workforce Survey². In addition, many job roles experienced a salary increase in real terms since 2012. The findings also suggest more organisations were recruiting in comparison to 2012. Finally, there was an increase in the proportion of staff on permanent contracts from 63.2% in 2012 to 69%.

A number of areas have remained largely static since the 2012 Workforce Survey. For example the gender composition is almost unchanged with females continuing to dominate the workforce (75% female/ 25% male). In addition, the gender composition of full-time staff is similar to 2012 with approximately one-third of full-time roles held by males. The proportion of organisations that had not awarded a salary increase remained high at 59% which marks a decrease of just 3 percentage points since 2012.

The analysis also sheds light on less positive trends within the voluntary and community workforce. For example the proportion of females in Chief Executive positions fell to 44%, a decrease of 9 percentage points since 2012. This finding mirrors those from previous Workforce Surveys which also found underrepresentation of females at Chief Executive level. In addition, a number of job roles experienced decreases in average pay since 2012. These roles included Director, PA/ Secretary and Junior/ Trainee staff.

¹ The salary grid was completed on behalf of 946 individuals employed in the community and voluntary sector

² <http://www.nicva.org/resource/salary-survey-2012>

Workforce Survey 2014

Top Line Findings

Employment Profile

- The gender breakdown of staff is almost unchanged from the 2012 Workforce Survey, with females representing 75% of the workforce and males 25%.
- Female staff were more likely than males to hold a part-time position, with 81% of part-time roles held by females. Notably this figure marks a decrease of 6 percentage points since 2012.
- A continuing trend in this research is that males employed in the sector were more likely to hold a full-time position than females, with 31% of full-time positions held by males despite representing just 25% of the workforce.
- Despite representing 75% of the workforce, just 44% of Chief Executive roles were held by females. This represents a decrease of 9 percentage points since 2012.
- 74% of Director and 73% of Senior Function Head roles were held by females which signals a more proportionate representation of women at this level.
- Females were more likely to be employed in Administration Officer/ Care Officer, Clerical supervisor/ training and Personal Assistant/ Secretary roles than males.
- A significant proportion of staff (69%/ $n=596$) were employed on a permanent contract and 4% of staff were employed on zero hour contracts.

Salaries

- The average salary for Chief Executives in 2014 was £43,000 while the average salary for Directors was £35,000.
- Those job roles on the lowest average salaries in 2014 included Junior/ Trainee staff (£12,815) and Administration/ Care officers (£16,412).
- Most roles experienced an increase in average salary levels in real terms since 2012 with the exception of the Director, Personal Assistant / Secretary and Junior/ Trainee Staff roles which all experienced decreases. Notably the Director role experienced the sharpest decrease. The Senior Function Head and Functional Manager roles experienced the largest salary increases in real terms.
- A large proportion of organisations (59%) did not award a salary increase in 2014 while 39% awarded a 1-5% increase.

Pensions

- Of those organisations that had not started auto-enrolment but offered an occupational scheme to staff ($n=73$), 59% offered a defined contributory pension scheme ($n=43$) while final salary and non-contributory pension schemes were awarded by 26% ($n=19$) and 15% ($n=11$) of organisations respectively.

Recruitment

- The survey signalled an increase in recruitment, with the proportion of organisations stating that they did not recruit falling by 11 percentage points since 2012.
- The most popular recruitment method³ was local newspapers (59%) followed by the organisation's website (52%) and job centres (49%). The CommunityNI website also ranked

³ The 2014 Workforce Survey infograph presents the top 8 recruitment methods used by the organisations surveyed. A full list of recruitment methods will be presented in the State of the Sector 7 report. This report will be published early in 2016.

highly with 42% of organisations using this method- this marks an increase of 15% percentage points since 2012. The proportion of organisations using internal promotion as a recruitment method also experienced a large increase with 32% of organisations using this in 2014 compared to just 17% in 2012.

Retention

- One-fifth (20%) of organisations experienced problems retaining staff, which marks an increase of 7 percentage points since 2012. These problems arose due to funding issues for a substantial proportion of organisations (52%). Other factors that made it difficult for organisations to retain staff included salary levels (26%), lack of career progression (25%) and competition from other organisations (25%)⁴.

⁴ The 2014 Workforce Survey infograph presents the top 6 staff retention problems. A full list of problems around staff retention will be presented in the State of the Sector 7 report. This report will be published early in 2016.