

Jack Petchey Internship Programme

Supporting young talent and youth charities

Applicant Guidance Notes 2019/20

| | |
|---------------------------------------|--------|
| The aims of this programme | Page 2 |
| Terms and conditions of the programme | Page 3 |
| Eligibility criteria | Page 4 |
| Guidance for the application form. | Page 6 |

Please use these notes to ensure you complete your application form as thoroughly as possible.

The closing date for this programme is **5pm on Friday 21st June 2019**.

JPF will notify applicants of the outcome by the second week of July 2019.

If you have any questions after reading the guidance notes in full then please contact us via email on internprogramme@petchey.co.uk

The Aims of this Programme

1. To fund meaningful employment opportunities for young people in the charitable sector.

Through this programme the Jack Petchey Foundation (JPF) aims to support an aspiring, committed and dynamic group of young people who have the motivation and the capability to make a real difference within the charitable sector.

By supporting their development, we will be working towards the Jack Petchey Foundation vision of 'a world where young people have high aspirations; the opportunity to develop their potential; the chance to be architects of their own future; to play a full part in society and to be valued and recognised for the positive things they achieve.'

It is important to us that the internship roles offered give the opportunity for young people to develop their professional skills and confidence, take on new challenges and believe in themselves.

We imagine this programme will support young people who are leaving further education and starting out in the charitable sector and/or those young people who have perhaps done a couple of years' employment but are looking to take the next step in their career or transfer from another sector.

2. To support the development of the youth sector so that it can better serve the young people it supports.

This programme will enable not for profit organisations supporting young people in London and Essex to receive funding to recruit an intern who will be able to support them to deliver their mission.

By focussing on roles within charities in the youth sector, we are encouraging a culture of 'giving back' amongst our young work force, as well as being able to offer additional resource to a sector which is struggling in the context of increasing demand for its services and decreasing resources.

It is important to us that the roles we fund have the ability to impact the organisation positively and support the charity in working towards its mission.

3. To promote diversity and ensure that all young people – whatever their background – have the opportunity to succeed.

This programme's aims are in line with our diversity and equal opportunities policies. We are looking to support organisations that can run open and accessible recruitment to the roles.

Terms and conditions of the programme

We see this programme as a partnership between JPF, the charity and the intern. We will offer support to the parties involved but there are a number of expectations. You must be comfortable with these conditions before applying.

We will offer the charity/not for profit organisation:

- Salary costs for one year to support a full time intern at the London Living Wage.
- Investment in the training of the intern. There will be a launch conference at Gilwell Park, Chingford on the 26th – 27th September. There will also be a review conference in February/March 2020. Attendance is mandatory and interns are expected to be given time off to attend JPF training. We ask Managers of the interns to attend day one of the launch conference on Thursday 26th September and participate in the review conference too. Dates will be confirmed ASAP.
- Development opportunities for managers. The review conference will be shaped based on feedback from managers about their learning and development needs.
- The opportunity to develop a network with other organisations on the programme and encourage the sharing of best practice. As well as the training conferences we will encourage other informal get-togethers – particularly within the intern group.
- An opportunity to celebrate the year's achievements with a dedicated event in August/September 2020 (this is compulsory).

In addition to the above we will offer the intern:

- An individual training budget of £1,000 (applications to be made directly to JPF)
- A professional mentor to offer independent advice and guidance.
- The opportunity to be part of a network of advice wider than their own charity.

In return the charity organisation must agree to the following:

- To take full responsibility for supervision, pay (through our grant) and support of the interns.
- To cover the on-costs of the intern post (Including National Insurance and compulsory pension contributions, plus the costs of any other employee benefits you provide).
- To undertake a diverse application process. As part of the process the organisation must share their job advert and recruitment documents so that JPF can also advertise the opportunity, including on our website and through our networks.
- To support the intern and encourage them to take advantage of all training opportunities offered.
- To allow the Line Manager time to attend training and team-building socials.
- Contribute to an evaluation of the programme.
- To return the unspent grant balance (pro rata), should the intern leave their post before completing a year's employment.

We expect the intern to agree to the following:

- Commit to the role offered for the period agreed.
- Attend JPF training conferences.
- Engage in other training opportunities provided.
- Engage with their professional mentor, and make the most of learning from others they meet through this programme.

Eligibility Criteria

In order to be eligible for this fund your organisation must be:

| Criteria | Guidance for applicants |
|---|--|
| A registered charity or charitable incorporated organisation. | You will need to be able to provide proof of this. |
| Have an annual turnover of between £80,000 and £5,000,000 | Where relevant we will use the charity commission website to verify your size so you will not need to print and send accounts to us. |
| Operate in London and /or Essex with 11-25 year olds | This is the remit of the Jack Petchey Foundation. |
| Employ a minimum of four full time staff, or the equivalent in hours. | We want to ensure organisations have the support structure in place to offer a valuable learning experience for their intern. |

Please note that we cannot accept applications from groups that are established for the purposes of promoting a specific political or religious belief.

Please consider the following. Successful organisations will score highly in these areas:

| Criteria | Guidance for applicants |
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| Deliver work to high standards | In order to assess your capacity to deliver your project we are interested in your organisational set up, for example the internal safeguarding processes you have in place, your decision making structure and the strength of your management board. We will also be keen to understand the expertise you have in place to deliver your project, your experience and your past proven successes. We will want to understand why you think this project is needed – what research you have done to support this. We will be keen to understand how you will monitor and evaluate the impact of the intern role on your organisation and the young people you work with. |
| In line with the vision of the Jack Petchey Foundation | All successful organisations will need to be working to support 11-25 year olds in London and Essex. Those who meet multiple JPF objectives, or who overlap significantly with our aims and ethos will be assessed favourably. For full detail of our vision, mission and strategic aims please see our website. |

In order to be successful for this grant the role you are offering your intern must:

| Criteria | Guidance for applicants |
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| Inspire and raise the aspirations of young people | This is a key aim of JPF and we expect all the projects we support to work towards inspiring young people and raising their aspirations. In your application we will be interested to learn about how you will inspire and raise the aspirations of your intern, as well as how your intern's role will inspire and raise the aspirations of your beneficiaries. |
| Have a demonstrable impact on your organisation | We want the internships we fund to have a genuine impact on your organisation. We expect you to consider the tasks you will require of your intern, and how you will measure the impact made by their role. |
| Promote a positive perspective on life | JPF appreciates that there is negativity in the world but we work to challenge this through positivity. All projects we support must focus on the positive and the solutions, rather than the negative and the problems. |
| Be supported | We expect managers to be just as engaged in the programme as the interns. Managers will be required to take part in elements of this programme (see the terms and conditions) and we want to ensure the intern's role and development is fully supported by their manager and the wider senior team in the charity. |
| Start from September 2019 and last for a year | Successful applicants will be notified in the first week of July. We expect you to recruit your intern and ensure they are in your employment by 9 th September. The employment opportunity must last a year. Please note that if the position is terminated within the year all unspent salary costs will need to be returned to JPF. |

Data Protection

The Jack Petchey Foundation will always keep your personal information private and hold it securely. We are committed to being open and honest, to acting with integrity and to complying with the spirit, as well as the letter, of data protection law.

Our Privacy Policy sets out how we collect, process and store personal data, and how you can let us know if you want us to change the way we store and use your personal data. It is available on our website at www.jackpetcheyfoundation.org.uk

We will use the information you provide in this application form to process your request for a grant. We will keep your details on file indefinitely, unless you request otherwise.

Specific Guidance for the Application Form

| Question | Guidance for applicants |
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| Section 1 - You and your organisation | <p>This section is designed to let us know more about your organisation and your work.</p> <p>Please ensure you make it clear to us how your organisation’s aims are in line with the Jack Petchey Foundation’s vision, mission and strategic aims.</p> <p>Full details of our vision, mission and strategy can be found on our website.</p> |
| 1.5 | <p>Please submit a short, simple video of the staff member who would line manage the intern. This should be a maximum of four minutes long, but can be shorter than this. This can be a simple head and shoulders video, taken using a smartphone or any other suitable device. The manager should explain:</p> <ul style="list-style-type: none"> - Their role. - Any previous line management experience. - What difference the intern would make to the organisation and its work with young people. - What approach they would take to managing the intern and supporting their development. - What challenges they might encounter. <p>Please note that we are unable to receive e-mails with video attachments. Please let us know how you are transferring this video to us. We suggest using WeTransfer - www.wetransfer.com – which has a maximum file size of 2GB to send the video to internprogramme@petchey.co.uk. Please explain the method you are using to send the video here, as well as in your application e-mail, to ensure that we can match it to your application.</p> |
| The Intern Role | |
| 2.1 | Detail the intern’s job title. |
| 2.2 | <p>It is important you have fully thought through what the role will entail. If you are successful, you will need to recruit in July 2019. Please be aware that we expect you to advertise the intern opportunity widely, including through the JPF website and digital networks.</p> <p>Please refer back to our Aims on page two of our guidance to ensure your role makes a valuable contribution to the organisation, and is an exciting role for the intern.</p> <p>Please give a summary here, but attach the full Job Description and Person Specification to your application email.</p> |
| 2.3 | We want to ensure our funds have greatest possible impact and therefore will award a grant to those organisations that can prove most impact from being part of this programme. |

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| 2.4 | This will help us understand what difference you expect the intern to make. |
| 2.5 | This may be the intern's first permanent role after leaving further education, or they may have recently transferred into the sector, and we want to ensure they have full support to develop their professional skills. |
| 2.6 | As above. |
| 2.7 | Your intern's contract must be in line with your organisation's standard employment practices. We need to know the length of your working week to calculate the London Living Wage which is calculated on an hourly basis. |
| 2.8 | JPF wants to ensure we do not create a negative reliance on our funding. This programme can only be funded for a year and we want to ensure organisations have taken this on board. |

Organisation Detail

This section is to provide practical information that will help us to ensure your organisation is able to support this role and gain most benefit from the funding.

Please ensure you attach the documents requested in 3.8, 3.9, 3.10 and 3.11 to your application email, along with details of how you are sending the short film to us.

It is important that you buy into the full programme if your application for an intern is successful, so please ensure you are comfortable with all terms and conditions.