



INTERNSHIP APPLICATION GUIDELINES

2020–2021



Jack Petchey Internship Programme

Supporting young talent and youth charities

Applicant Guidance Notes 2020-21

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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 15th January 2021**.

Jack Petchey Foundation will aim to notify applicants of the outcome of their application by Monday 15th February 2021.

*If you have any questions after reading these guidance notes in full, then please contact us at **internprogramme@jackpetchey.org.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 that are offered give young people opportunities 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 or higher 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 registered charities supporting young people in London and Essex 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 will have a positive impact on the organisation and support its work with young people. We will want to understand how many young people will benefit from the intern's role – directly and/or indirectly.

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 Jack Petchey Foundation (JPF), the host organisation 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 awarded organisations the following:

- Salary costs for one year to support a full-time intern at the Real Living Wage (currently £10.85 in London and £9.50 across the UK). The intern should take up their post by 30 April 2021.
- A welcome meeting/video call for the intern's line manager and the intern with the Jack Petchey Foundation in May 2021.
- An official programme launch conference for all interns and their line managers in May 2021. This conference will take place in person if possible, but otherwise will be a digital event. There will be no costs for this conference (aside from transport to the venue if the event takes place in person).
- Additional developmental opportunities for each intern including six personal development workshops throughout the year.
- A six-month update/ progress workshop for all interns and their line managers, alongside Jack Petchey Foundation to review the programme (October 2021).
- An end of programme celebration for all interns and their line managers in April 2022.
- **Attendance at these opportunities is required and we advise organisations to consider this commitment prior to submitting their application.** (We will confirm dates of these opportunities in February 2021 when we notify applicants of the outcome of their application).

In addition to the above we will offer every intern:

- An individual training budget of £1,000 (applications to be made directly to JPF, with payments for approved training to be paid to the host organisation).
- A volunteer professional mentor to offer independent advice and guidance.
- The opportunity to be part of a network of peer support and of advice outside of their own host charity.

In addition to the above we will offer every line manager:

- The opportunity to take part in an Action Learning Set with other line managers comprising of three interactive group sessions.

In return the charity organisation must agree to the following:

- To take full responsibility for providing induction and regular supervision, pay (through our grant) and support of the intern.
- 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 an open and accessible recruitment process. As part of the process the organisation must share their job advert and recruitment documents with the Jack Petchey Foundation when they are ready to start advertising the intern role so that we can also support with promoting the opportunity through our website and networks.
- To allow their intern and line manager to attend our launch conference in April 2021.
- To allow their intern to attend each of the six professional development workshops.
- To encourage their intern to utilise their training bursary.
- To allow the intern's line manager to attend and participate in an Action Learning Set with other line managers on the programme, should the manager choose to take up this opportunity
- To allow the intern and line manager to attend update/ progress review meetings with the Jack Petchey Foundation.
- To contribute to an evaluation of the programme by completing a six-month and end of internship monitoring form (intern and intern's manager)
- To return the unspent grant balance (pro rata), should the intern leave their post before completing a year's employment.

Eligibility Criteria

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

| Criteria | Guidance for applicants |
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| A registered charity or charitable incorporated organisation | You will need to be able to provide proof of this. You will be asked to enter your charity registration number in the application form. |
| Have an annual turnover of between £150,000 and £5,000,000 | We will ask you to upload your latest annual report and accounts as part of the online application process. We will also ask for income/expenditure for the three most recent financial years and so if your income is usually over £150,000 but has fallen a bit below that in the most recent financial year, you are still welcome to apply. |
| A youth organisation that supports young people aged 11-25 year olds in London and/or Essex | Jack Petchey Foundation's remit is to support young people aged 11-25 in London and Essex. Work with young people aged 11-25 in London and/or Essex should therefore be a significant focus of the activity of organisations applying to this programme. We will not accept applications from schools or colleges for this programme. |

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| Employ a minimum of five 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. |
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Organisations who have applied previously for grants from the Jack Petchey Foundation Internship Programme are eligible to apply.

If you are an organisation working with young people in London and/or Essex and you do not meet the eligibility criteria for this programme, we would encourage you to look at the [other grant opportunities offered by Jack Petchey Foundation](#).

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

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 | - All successful organisations will need to be working to support 11-25 year olds in London and/or Essex. In the application you will be asked about how your organisation's work supports the vision and mission of the Jack Petchey Foundation. We will be interested to learn about how you will inspire and develop your intern, as well as how your organisation raises aspirations of your beneficiaries and helps them to be the best that they can be. |
| Have a demonstrable impact on your organisation and on the young people you work with | - We want the internships we fund to have a genuine impact on your organisation and the young people you work with. We expect you to consider the tasks you will require of your intern, and how you will measure the impact made by their role. We will ask you to upload the Job Description and Person Specification for the role. We will also ask about the number of young people who you think will benefit from the intern's role – directly and/or indirectly, depending on 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 as engaged with 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. We will ask you to |

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| | send us a video of the person who will be line managing the intern and to answer some questions that will help us understand the line manager's proposed approach to managing and developing the intern. We will ask your Chief Executive or a Director to sign off the application form. |
| Start from April 2021 and last for a year | <ul style="list-style-type: none"> - We aim to inform successful applicants by 15th February 2021. - We expect organisations to recruit their intern and ensure they are in your employment by Friday 30th April. 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 the Jack Petchey Foundation. |

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

| Criteria | Guidance for applicants |
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| Good organisational standards and management | <ul style="list-style-type: none"> - In order to assess your capacity to host an intern we are interested in your organisational set up - for example the organisation structure, the strength of your management board and that you have required organisation policies in place. - We will ask you to upload documents such as your Equality Policy, your Public Liability Insurance and your Health and Safety Policy as part of your application. We will also ask about the impact of any further local/national pandemic restrictions on the role of your intern and how you would manage this. |
| Financial sustainability | <ul style="list-style-type: none"> - We recognise that this is a period of financial challenge for many charities and so we would like to understand how the pandemic has affected your financial situation and reserves and what steps you have or are taking to achieve financial security over the next 12-18 months. - We understand that income - and income forecasts - may have been affected. In your application there is opportunity for you to provide us with further information about this and what your future plans are. We appreciate there may be many unknowns but also would like to know whether you are confident that your organisation will be able to successfully host the internship until April 2022. |

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/privacy

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

| Section 1: You and your organisation | |
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| This section is designed to let us know more about your organisation and your work. Please ensure you make it clear to us how your organisation's aims are in line with the Jack Petchey Foundation's vision and mission. Full details of our vision, mission and strategic aims can be found on our website . | |
| 1.1 | Please provide applicant contact details for your organisation. |
| 1.2 | Please provide the contact details for the person who will be responsible for line managing the intern. If this is the same person as the applicant at 1.1, simply re-enter the details here. |
| 1.3 | Please briefly tell us about your organisation's overall aims and objectives. |
| 1.4 | Please tell us how your organisation's work supports the vision and mission of the Jack Petchey Foundation . |
| 1.5 | Please submit a simple, short (maximum three minutes) video of the person who would line manage the intern. We are particularly interested in their approach to line managing a young intern and how they will support the intern to maintain a high level of enthusiasm to learn, motivating them to excel in their internship and set and achieve their professional goals. |

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| | <p>The line manager should include the following:</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. <p>This video cannot be uploaded with the application form and will need to be sent to us separately. Please send it promptly after you have submitted your online application.</p> <p>Please note that we are unable to receive e-mails with video attachments. We suggest using WeTransfer - www.wetransfer.com – which has a maximum file size of 2GB to send the video to internprogramme@jackpetchey.org.uk. Please explain the method you are using to send the video at 1.5 on the application form, to ensure that we can match it to your application.</p> |
| <p>Section 2: The Intern Role - this section should be completed by the person responsible for line managing your intern.</p> | |
| 2.1 | Please let us know what the intern's job title would be. |
| 2.2 | <p>Please summarise the main objectives of the role.</p> <p>It is important you have thought through what the role will entail.</p> <p>Please refer back to our Aims on page two of this guidance to ensure your role makes a valuable contribution to the work of your organisation and the young people you support - and is an exciting role for the intern.</p> <p>Please give a summary at 2.2 and upload the full Job Description and Person Specification with your application at Section 5.</p> |
| 2.3 | <p>Please tell us why this position is needed by your organisation and what impact the role would have on the work of your organisation and the young people you support.</p> <p>We want to ensure our funds have greatest possible impact and therefore will award a grant to those organisations that can have most impact from being part of this programme.</p> |
| 2.4 | <p>Please tell us what you think a young person would gain from this internship.</p> <p>We want to know what working for your organisation will do for a young intern - what they will gain and experience from the opportunity.</p> |

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| 2.5 | Please tell us if there is likely to be an impact on the intern's role if there were further local/national pandemic restrictions during the internship placement. Let us know what approach you would take to managing this situation if it arose. |
| 2.6 | <p>The internship funding is for a full-time post.</p> <p>Please confirm your organisation's standard working week in hours.</p> <p>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 Real Living Wage, (currently £10.85ph in London and £9.50ph across the UK) which will be calculated based on the number of hours your intern will work.</p> |
| 2.7 | <p>Please provide an estimate of how many young people would benefit from the work of the intern.</p> <p>You can provide an estimate of the number of young people who would directly benefit (i.e. if the intern will be in a frontline delivery role working with young people) and/or an estimate of the number of young people who would indirectly benefit (i.e. if the intern will be providing organisational support that will help your organisation benefit young people).</p> |
| <p>Section 3: Line management - this section should be completed by the person responsible for line managing your intern.</p> | |
| 3.1 | <p>Please tell us about the line management structure for your intern.</p> <p>We want to ensure interns have good support and guidance throughout their internships. Please tell us what the supervision and support arrangements will be for the intern, e.g. will they be solely line managed by you or will there be a matrix structure with other colleagues having responsibility for assigning different pieces of work? Is the plan for you to manage them for the duration of their internship or is there likely to be a change of manager (e.g. if they will be working on a different project, or if there are known/planned changes to staffing and line management).</p> |
| 3.2 | <p>Please tell us about your approach to supporting, motivating and stimulating a young intern - and how, or if, this differs from managing other employees.</p> <p>As this may be a young person's first job since leaving education or first job in the youth sector, we want to know what your approach would be to supporting and motivating them.</p> |

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| 3.3 | <p>Please tell us how you would support your intern with their personal and professional development, e.g. any internal training or personal/professional development opportunities your intern will access during their internship. Please also let us know how you will support the intern to use their £1,000 training bursary.</p> <p>One of the main objectives for this programme is to help develop the next generation of youth sector workers. To support this Jack Petchey Foundation will offer each intern the opportunity to access professional development workshops and access to a £1,000 training bursary. We are also keen to know what training/development opportunities organisations would offer themselves to their intern so that they can fulfil the requirements of their role and grow professionally.</p> |
| 3.4 | <p>If successful, please tell us what your organisation would do in April 2022 when Jack Petchey Foundation funding for this role ends.</p> <p>This programme awards one-year funding. It is not an expectation that successful organisations will continue to fund their intern's employment beyond our funding period. We are interested what your plans will be for the work or project that the intern will be undertaking once JPF funding for the intern ends. We would also be interested to know about any support you might be able to provide the intern to find employment elsewhere (either internally or externally).</p> |
| <p>Section 4: Organisation detail</p> | |
| <p>This section is to provide practical information that will help us to ensure your organisation is well managed and has the infrastructure to deliver this internship successfully.</p> | |
| 4.1 | <p>Please provide your registered charity number.</p> <p>Only registered charities, including charitable incorporated organisations, are eligible to apply for this grant programme.</p> |
| 4.2 | <p>Please let us know when your most recent annual report and accounts were completed.</p> |
| 4.3 | <p>What is your organisation's income and expenditure for the last three full financial years?</p> <p>This grant programme is open to organisations with an annual income of over £150,000. This is because we want to ensure that we are funding organisations with sufficient capacity and infrastructure to support an intern.</p> |

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| | In the second part of this question please confirm again your income and expenditure from the last full financial year. (This should match the figures that you provided in the table in the earlier part of the question). |
| 4.4 | Please let us know your current unrestricted reserves and restricted reserves. |
| 4.5 | If your reserves have been affected by the Covid-19 pandemic there is an opportunity to provide explanation in your answer to this question. |
| 4.6 | <p>Please tell us what impact the Covid-19 pandemic has had on your organisation's financial situation and what steps you have taken or are taking to achieve financial sustainability over the next 12-18 months.</p> <p>We recognise the impact that the pandemic will have had on many charities' finances. Please take this opportunity to provide an explanation of your current situation. We appreciate there may be many unknowns but also would like to know whether you are confident that your organisation will be able to successfully host the internship until April 2022.</p> |
| 4.7 | <p>Please describe your organisation's management structure.</p> <p>We want to understand the support for both intern and their line manager within your organisation (including posts within the senior team, and where this intern role will sit within the structure).</p> |
| 4.8 | Please list the members of your Board and their areas of expertise. |
| 4.9 | Please let us know what year your organisation was established. |
| 4.10 | Please let us know how many full-time equivalent members of staff work for your organisation. |
| 4.11 | Please provide a breakdown of the number of full-time, part-time and voluntary posts for your organisation. |
| 4.12 | Please confirm your organisation has a bank account in its own name and that two signatories are required. |
| 4.13 | Please let us know if your organisation is currently running the Jack Petchey Achievement Award scheme . |
| 4.14 | <p>Please let us know the amount and year of previous funding received from Jack Petchey in the last few years.</p> <p>We want to know if we have worked in partnership with your organisation before.</p> |

Section 5: Supporting Documents

Please upload copies of the documents requested in section 5 to your application. If there are any explanatory points you want to make about any of these documents, please include in the comments box at the end of Section 6.

Please upload:

- The Job Description and Person Specification for the intern role.

We would also ask you to upload the following documents to help us have an up-to-date picture of your finances:

- Latest annual report and accounts
- Annual budget
- Latest management accounts.

We would also ask you to upload the following policies and documents:

- Equal Opportunities Policy (or similar)
- Public Liability Insurance
- Data Protection Policy
- Health and Safety Policy
- Safeguarding Policy/Child Protection Policy

Section 6: Chief Executive/ Director's commitment to Jack Petchey Internship Programme

Please ensure that your organisation's Chief Executive / Director has read this section. It is important that there is an understanding and commitment to the objectives and requirements of our programme and this section asks your Chief Executive / Director to indicate their understanding of the requirements of the intern's host organisation, as set out on p3-4 of this document.

Should an organisation be successful in securing a grant, but fail to meet these commitments to the programme, this could result in funding being withdrawn.

There is opportunity to add any further explanatory comments you want to make in relation to your application in the comments box at the end of this section. Any notes you provide here should just be for clarification or explanation, and only if needed.

Please provide your Chief Executive/Director's name and confirm that the information you have provided is accurate to the best of your knowledge.

Completing and Submitting the Form

The application form is online and can be found via our Internships website page.

<https://www.jackpetcheyfoundation.org.uk/opportunities/internships/>

Once you start an application, you will be able to save the application form and return to complete it at a later date as many times as you like by logging back in with your email address and password. Please note that you will not be able to include formatting in the application (e.g. bold, underlining, bullet points, etc).

Once you have completed the application to your satisfaction and uploaded the relevant documents, scroll to the bottom of the final page and click the 'Next' button. At this point you will be given an opportunity to review your application. If you are happy with this, please click on 'Submit' at the bottom of the review page. **It is important to note that if you do not 'submit' the document we will not receive it.**

All applications should be submitted by 5pm on Friday 15 January 2021. You will receive an email confirming receipt of your application with an application number. Please send us the video of your line manager promptly to accompany your application – ideally via WeTransfer to internprogramme@jackpetchey.org.uk

If you have any problems completing or submitting the application, please email us at internprogramme@jackpetchey.org.uk or call us on 0208 252 8000.