

# **Jack Petchey Internship Programme**

*Supporting young talent and youth charities*

## **Applicant Guidance Notes** **2021-22**

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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 Monday 20<sup>th</sup> September 2021**.

Jack Petchey Foundation will aim to notify applicants of the outcome of their application by end of October 2021. Successful applicants will need to appoint their intern to take up their post during January 2022.

*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

a) To support the development of the youth sector to benefit young people in London and Essex

This programme will enable registered charities working with young people in London and Essex to recruit an intern who will help them to deliver their mission to support more young people. The programme will support a cohort of aspiring, committed and dynamic young interns who have the capability to make a real difference within the sector. This additional resource will help 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 (11-25 years old) in London and/or Essex will benefit from the intern's role – directly and/or indirectly.

b) To fund meaningful employment opportunities for young people in the youth sector

We will support young people at early stages of their working life to make a successful transition from education to employment.

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. A supportive and engaged manager will play a vital part in this.

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 and are looking to take the next step in their career or transfer from another 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.'

- c) To attract and develop talented future managers/leaders in the youth sector and beyond, by providing a high-quality-training, bursary and mentoring programme

To ensure young people can thrive as leaders, with an 'If I think I can, I can' mindset, we will provide additional training and mentoring support on this programme because we recognise that the host organisations are under financial pressure.

To get the most from this development opportunity, we expect the interns to be fully engaged and committed to this programme and their line managers to support and encourage this full engagement.

- d) To promote diversity and ensure that all young people – whatever their background – have the opportunity to succeed

This programme's objectives are in line with our diversity and equal opportunities objectives. We will require that organisations run open and accessible recruitment campaigns and will support them by promoting the internship opportunities via our website/social media/newsletters and partners' networks.

## 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:

- **Partial funding for salary costs to support a full-time intern at the Real Living Wage for 12 months.** The intern should start their role by 31 January 2021. Our grant will depend on the size and location of your organisation, as set out in the table below:

| <b>JPF Salary Grant for Intern<br/>(by organisation size and location)</b> | <b><i>London-<br/>based org</i></b> | <b><i>Outside<br/>London<br/>org</i></b> |
|--|-------------------------------------|--|
| <b>£150,000-£500,000 pa income</b>   | £19,700                             | £17,300                                  |
| <b>£500,000-£1m pa income</b>  | £16,400                             | £14,400                                  |
| <b>£1m-£5m pa income</b>   | £11,000                             | £9,600                                   |

E.g. A London-based organisation with an annual income of £350,000 per annum would receive a JPF Internship Grant of £19,700. An Essex-based organisation with an annual income of £840,000 would receive a JPF Internship Grant of £14,400.

These grant amounts are based on JPF providing a contribution of approximately 90%, 75% or 50% - depending on the annual income of the charity - towards the salary costs of employing an intern at the relevant Real Living Wage rate for 12 months.

We will also offer:

- A welcome meeting/video call for the intern's line manager and the intern with the Jack Petchey Foundation in February 2022.
- An official programme launch conference for all interns and their line managers in February 2022. 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 in July 2022.
- An end of programme celebration for all interns and their line managers in December 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 October 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 employment, induction and regular supervision, pay (through our grant) and support of the intern.
- To cover the balance of funding for the salary of the intern at the relevant [Real Living Wage](#) level for twelve-months.
  - o NB The Real Living Wage is currently £10.85 per hour in London and £9.50 per hour in other parts of the UK. The Real Living Wage is reviewed each November and increased in line with living costs – the host organisation would be expected to provide a salary that reflects the Real Living Wage rate applicable during the intern's period of employment.
- 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 February 2022.
- 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  |
|---|--|
| 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.<br><br>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.<br><br>Support for 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.<br><br>We will not accept applications from schools or colleges for this programme.  |
| 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.  |

*What if you have applied previously for this grant programme or are currently hosting a Jack Petchey Intern?* Organisations who have applied previously for grants from the Jack Petchey Foundation Internship Programme are eligible to apply again. If you are currently hosting a Jack Petchey Intern you are also eligible to apply again although we would expect your application to be for a different intern role to that of your current intern.

*What if you don't meet the eligibility criteria for this grant programme?* 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   |
|---|---|
| Inspire and raise the aspirations of young people                                     | <ul style="list-style-type: none"> <li>- 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 <a href="#">vision and mission</a> of the Jack Petchey Foundation.</li> </ul>   |
| Have a demonstrable impact on your organisation and on the young people you work with | <ul style="list-style-type: none"> <li>- 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 (11-25 yr olds) in London/Essex who you think will benefit from the intern's role – directly and/or indirectly, depending on their role.</li> </ul>  |
| Promote a positive perspective on life  | <ul style="list-style-type: none"> <li>- 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.</li> </ul>   |
| Be supported  | <ul style="list-style-type: none"> <li>- 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 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.</li> </ul> |
| Start from January 2022 and last for a year   | <ul style="list-style-type: none"> <li>- We aim to inform successful applicants by the end of October 2021</li> <li>- We expect organisations to recruit their intern and ensure they are in your employment by Monday 31<sup>st</sup> January 2022. The employment opportunity must last a year.</li> <li>- 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.</li> </ul>  |

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

| Criteria                                     | Guidance for applicants  |
|--|--|
| Good organisational standards and management | <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul>  |
| Financial sustainability                     | <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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 for a year until January 2023.</li> </ul> |

### **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](http://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

|  |   |
|--|---|
| <b>Section 1: You and your organisation</b>  |   |
| <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 and mission.</p> <p>Full details of our vision, mission and strategic aims can be found on our <a href="#">website</a>.</p> |   |
| 1.1  | Please provide contact details for the person submitting the application  |
| 1.2  | Please provide name, registered charity number, website address, postal address for your organisation. (Only registered charities, including charitable incorporated organisations, are eligible to apply for this grant programme).  |
| 1.3  | 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. Once a grant offer has been made and accepted, all communication will be with the Intern Manager based on the details provided at this section. |
| 1.4  | Please briefly tell us about your organisation's overall aims and objectives. (100 words)   |
| 1.5  | Please tell us how your organisation's work supports the <a href="#">vision and mission of the Jack Petchey Foundation</a> . (200 words)  |
| 1.6  | Please tell us where the young people aged 11-25 that your organisation works with are located – London, Essex, Other (please tick as many as apply)  |
| 1.7  | Please estimate what % of <u>your organisation's</u> work is with 11-25-year-olds in London and/or Essex  |
| <b>Section 2: The Intern Role - this section should be completed by the person responsible for line managing your intern.</b>  |   |
| 2.1  | Please let us know what the intern's job title would be.  |

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| 2.2 | <p>Please summarise the main objectives of the role.<br/>It is important you have thought through what the role will entail. (200 words)</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 <b>upload the full Job Description and Person Specification with your application here</b></p>  |
| 2.3 | <p>Please tell us why this position is needed by your organisation. (200 words)</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 impact this role would have on young people (aged 11-25) in London and/or Essex.</p> <p>This question and 2.5 and 2.6 are the opportunity to answer the ‘So what?’ question. Why is this role important for young people in London and Essex? What will your intern do that will support young people?</p> <p>JPF is particularly keen to get a better understanding of four key consistent outcome areas. They are: 1) Increased skills or knowledge for young people; 2) Young people feeling heard/valued/recognised; 3) Building resilience/ increased wellbeing in young people; 4) Increased self-belief/ confidence.</p> <p>We recognise that not all of these will be relevant for all organisations, but please provide relevant detail for how your work and that of your intern will relate to these goals in this and in 2.5 and 2.6.</p> |
| 2.5 | <p>In the first part of this question, please estimate the <b>number</b> of young people (aged 11-25) in London and/or Essex who will <b>directly</b> benefit from the work of the intern.</p> <p>In the second part of this question, tell us <b>how</b> young people (aged 11-25) in London and/or Essex would directly benefit. (300 words)</p> <p><u>Direct beneficiaries:</u> This should be the number of young people in London / Essex who you estimate will directly engage with, and benefit from, the work that your intern is undertaking. Direct beneficiaries should be closely linked to the intern’s work and/or projects and so easy to count. Examples of direct beneficiaries could be young people who take part in your youth work sessions,</p>  |

|     |  |
|-----|--|
|     | <p>or who receive training as a result of your intern post. The total number given should refer to all estimated direct beneficiaries across the full year of intern post funding.</p> <p>Please outline the ways young people will benefit. We appreciate that there may be different elements to this, for example: 100 young people may receive a one-off half-day training session organised by the intern's role, 50 young people may take part in weekly 2 hr activity sessions organised by the intern's role, or 10 young people attend a weekend residential organised by the intern's role.</p> <p>If this is the case, please indicate if the number of direct beneficiaries are likely to be unique, or if some young people attend multiple interventions.</p> <p>We appreciate this is not straight forward and thank you for taking the time to detail clearly - we are asking for this information to help us understand the depth as well as the breadth of this post, and the impact of it for your beneficiaries.</p> |
| 2.6 | <p>In the first part of this question, please estimate the <b>number</b> of young people (aged 11-25) in London and/or Essex who will <b>indirectly</b> benefit from the work of the intern and how they would benefit.</p> <p>In the second part of this question, tell us <b>how</b> young people (aged 11-25) in London and/or Essex would indirectly benefit. (200 words)</p> <p><u>Indirect beneficiaries:</u> These are young person who are not directly connected to the programme but may still benefit from it. For example, young people outside of those trained face to face who also get access to materials developed by your intern role.</p> <p>Most projects are not designed around indirect beneficiaries, and so they are more difficult to measure precisely. Please only include if you have evidence of reach.</p>   |
| 2.7 | <p>Please tell us what you think a young person would gain from this internship. (200 words)</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>   |
| 2.8 | <p>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. (200 words)</p>   |

|  |   |
|--|---|
| 2.9  | <p>The internship funding is for a full-time post. Your intern’s contract must be in line with your organisation’s standard employment practices.</p> <p>Please confirm your organisation’s standard working week in hours.</p>   |
| <p><b>Section 3: Line management - this section should be completed by the person responsible for line managing your intern.</b></p> |   |
| 3.1  | <p>Please tell us about the line management structure for your intern. (100 words)</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. (200 words)</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>  |
| 3.3  | <p>If successful, please tell us what your organisation would do in January 2023 when Jack Petchey Foundation funding for this role ends. (100 words)</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>  |
| 3.4  | <p>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.</p> <p>The line manager should include the following information in the video:</p> <ul style="list-style-type: none"> <li>- Their role.</li> </ul>   |

|   |   |
|---|---|
|   | <p>- Any previous line management experience.</p> <p>Please include a link in your online application form so that we can view your video online, e.g. by <u>uploading it to Google Drive</u> or DropBox or other method.</p> <p>Please note that we are unable to receive e-mails with video attachments.</p>  |
| <b>Section 4: Financial Information</b>   |   |
| <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 let us know the year end of your most recent financial year (month and year).</p>   |
| 4.2   | <p>What was 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> <p>Please indicate if the figures are audited or unaudited. If figures are not yet available, please indicate this.</p>  |
| 4.3   | <p>Please let us know your current unrestricted reserves and restricted reserves.</p>   |
| 4.4   | <p>If your reserves have been affected by the Covid-19 pandemic there is an opportunity to provide explanation in your answer to this question. (100 words)</p>   |
| 4.5   | <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. (100 words)</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> |
| 4.6   | <p>Please confirm your organisation has a bank account in its own name and that two signatories are required.</p>   |

| <b>Section 5: Organisation Management</b>  |  |
|--|--|
| 5.1  | Please describe your organisation's management structure. (200 words)<br><br>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). |
| 5.2  | Please list the members of your Board and their areas of expertise. (200 words)  |
| 5.3  | Please let us know what year your organisation was established.  |
| 5.4  | Please let us know how many full-time and part-time members of staff <b>are employed</b> by your organisation. (Please do not include freelancers or sessional workers)  |
| <b>Section 6: Supporting Information</b>   |  |
| 6.1  | Please let us know if your organisation has received any funding from Jack Petchey Foundation previously.  |
| 6.2  | Please let us know if your organisation is currently running the <a href="#">Jack Petchey Achievement Award scheme</a> .   |
| 6.3  | Please let us know if your organisation has hosted a Jack Petchey Intern before.   |
|  | If you have answered 'Yes' to 6.1, 6.2 or 6.3, please let us know the amount and year of previous funding received from Jack Petchey in the last few years.  |
| <b>Section 7: Supporting Documents</b>   |  |
| <p>Please upload copies of the documents requested in section 7 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 7.</p> <p>The list of documents required are:</p> <ul style="list-style-type: none"> <li>- The following documents to help us have an up-to-date picture of your finances: <ul style="list-style-type: none"> <li>o 7.1 Latest annual report and accounts</li> <li>o 7.2 Annual budget – please provide budget for the current financial year or, if you are approaching your next financial year and you already have a budget available please provide that</li> <li>o 7.3 Latest management accounts – please provide management accounts that are as recent as possible.</li> </ul> </li> <li>- We would also ask you to upload the following policies and documents: <ul style="list-style-type: none"> <li>o 7.4 Equal Opportunities Policy (or similar)</li> <li>o 7.5 Safeguarding/Child Protection Policy</li> </ul> </li> </ul> |  |

- 7.6 Public Liability Insurance
- 7.7 Data Protection Policy
- 7.8 Health and Safety Policy.

### **Section 8: 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 at out on p4-5 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. (100 words)

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 later, as many times as you like by logging back in with your email address and password. Once you have saved your application, you will receive an email with a link to resume the form therefore please ensure you can access this email and **make sure you can remember the email and password you just provided.**

Please note that you will not be able to include formatting in the application (e.g. bold, underlining, bullet points, etc). The word count for each question appears when you start typing in the relevant text box.

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 Monday 20 September 2021.** You will receive an email confirming receipt of your application with reference number.

**If you have any problems completing or submitting the application, please email us at [internprogramme@jackpetchey.org.uk](mailto:internprogramme@jackpetchey.org.uk) or call us on 0208 252 8000.**