

Jack Petchey Internship Programme – Cohort 9

Supporting youth organisations & their beneficiaries

Application Guidance Notes for Youth Organisations July 2026

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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 **9am on Monday 7 September 2026**.

Jack Petchey Foundation will aim to notify applicants of the outcome of their application by late November 2026. Successful applicants will need to appoint their intern to take up their post by mid March 2027.

*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 provide partial funding to registered charities or CIOs 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.

This programme is for organisations that are already successfully running the Jack Petchey Achievement Award scheme or that are delivering a Jack Petchey Partnership Programme. The programme will support a cohort of aspiring, committed and dynamic young interns who can make a real difference to young people's lives during their internship. This additional resource will support youth organisations in the context of increasing demand for services by young people and decreasing resources available.

It is a priority for us that the intern roles we fund have a positive impact on the young people your organisation serves and increases capacity in your organisation. 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. We will look particularly favourably on roles that have a direct impact on/are working directly with young people.

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

This programme will support young people in the early stages of their working life to make a successful transition from education to employment.

It is important to us that the internship roles provide young people with opportunities to develop their professional skills and confidence, take on new challenges and believe in themselves. A supportive and engaged line-manager will play a vital part in achieving this aim.

We envisage that our 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 worked for a couple of years and are looking to take the next step in their career or transfer from another sector into the youth sector.

By supporting their development, we will be working towards the Jack Petchey Foundation vision of 'A future where every young person is celebrated and realises their potential'.

- 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 element of the programme.

To get the most from this development opportunity, we expect the interns to be fully engaged and committed to this programme and to working in the youth sector – and for their line-managers to fully support and encourage this 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 for 12 months.** The intern should start their role by mid March 2027.
- Our grant will depend on the size and location of your organisation, as set out in the table below.

JPF Salary Grant for Intern (by organisation size and location)	<i>London-based</i>	<i>Outside London</i>
£250,000-£600,000 pa income	£24,700	£22,500
£600,000-£1.2m pa income	£20,700	£18,900
£1.2m-£5m pa income	£13,700	£12,800

E.g. A London-based organisation with an annual income of £350,000 per annum would receive a JPF Internship Grant of £24,700. An Essex-based organisation with an annual income of £840,000 would receive a JPF Internship Grant of approximately £18,900.

We will also offer:

- A welcome meeting/video call for the intern's line manager and the intern with the Jack Petchey Foundation in March 2027.
- A launch conference for all interns and their line-managers 23-24 March 2027. Interns will be expected to attend for both days, including an overnight stay at the venue. All costs are covered, including meal and interns' overnight stay, aside from transport to the venue.
- Additional developmental opportunities for each intern including four personal development workshops throughout the year.
- An end of programme celebration for all interns and their line-managers in February 2028.
- **Attendance at these opportunities is required and we advise organisations to consider whether they can meet this commitment prior to submitting their application.** (We will confirm dates when we notify applicants of the outcome of their application).

In addition, we will offer every intern:

- An individual training budget of £1,000 (approval of bursary requests and funds to be managed by 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 organisation.
- The opportunity to take part in an Action Learning Set with other interns comprising of three interactive group sessions.

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 host organisation must agree to the following:

- To take full responsibility for providing employment, induction and regular supervision, pay (supported by our grant) and support of the intern.
- To cover the balance of funding for the salary of the intern at the relevant level for twelve months. Intern host organisations have discretion to pay their interns a salary at an hourly rate between the National Living Wage (currently £12.71ph from 1 April 2026) and the Real Living Wage (currently £14.80ph for London/£13.45ph outside London). Please note, these hourly rates are likely to be adjusted by the government and by the Living Wage Foundation in autumn 2026, before the internships start.
- **Please ensure your finance team works out all the remaining costs to assure yourself that your organisation is comfortable to pay the balance of funding for the intern's salary, as well as all employer on-costs.** If a host organisation chooses to pay the National Living Wage, the grant amount may be reduced accordingly. However, this will be discussed with the host organisation prior to any grant offer.

- 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 work with you to finalise the JD/PS and advert and promote the opportunity through our website and networks.
- To consult JPF prior to conducting an initial interview if the intern host organisation shortlists a candidate who is currently employed by them, or has been employed by them on a permanent, temporary or freelance basis within the past three years.
- To inform JPF prior to conducting an initial interview if the candidate is known to them as a former beneficiary or volunteer.
- To ensure the intern and line manager attend our launch conference in March 2027.
- To ensure the intern attends each of the personal development workshops
- To encourage the intern to use 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 to attend and participate in an Action Learning Set with other interns, should the intern choose to take up this opportunity.
- To allow the 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.
- To return any unspent training bursary balance.

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 (CIO)	You will need to provide proof of this. You will be asked to enter your charity registration number in the application form.
Running the Jack Petchey Achievement Award scheme OR delivering a Jack Petchey Partnership Programme	Organisations must be currently running the Jack Petchey Achievement Award scheme Organisations that deliver <u>Jack Petchey partnership programmes</u> are also eligible to apply, even if they are not running the Achievement Award scheme.
Have an annual income of between £250,000 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 £250,000 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. 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 and of the role of the intern. We will not accept applications from schools, colleges or statutory services 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 that have applied previously for grants

from the Jack Petchey Foundation Internship Programme are eligible to apply again, as long as the organisation meets the criteria above.

If you are currently hosting a Jack Petchey Intern your application should be for a substantively different intern role to that of your current or previous JPF intern.

Please note that if your organisation is **not** currently running the Jack Petchey Achievement Award Scheme or is **not** currently delivering a Jack Petchey Partnership programme, then your organisation is ineligible to apply. For details of how to join the Jack Petchey Achievement Award Scheme please visit the [JPF website](#).

If there is high demand for the intern grants, we may need to prioritise applications from groups that have not previously received a Jack Petchey Intern grant.

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 (11-25 year olds) in London and Essex	- All successful organisations will need to be working to support 11-25 year olds in London and/or Essex and this should also be the focus of your intern's role. In the application you will be asked about how your organisation's work supports the vision and mission of the Jack Petchey Foundation.
Have a demonstrable impact on the young people you work with and your organisation at a whole	- We want the internships we fund to have a genuine impact on the young people you work with and your organisation. We expect you to consider the tasks you will require of your intern, and how you will measure their impact on the young people you serve 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 year olds) in London/Essex who you think will benefit from the intern's role – directly and/or indirectly, depending on their role, and how you estimated this figure. - We will ask how this role will enable your organisation to achieve more for young people.

	- We will look particularly favourably on roles that have direct impact on/are working directly with young people.
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 line-managers to be as engaged with the programme as the interns. Line-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 answering some questions that will help us understand their approach to managing and developing the intern. - We expect the line-manager for the role to be involved in the recruitment process for the intern, including shortlisting and interviewing the candidates. - We will ask your Chief Executive or a Director to sign off the application form.
Start in March 2026 and last for a full year	- We aim to inform successful applicants by late November 2026. - We expect organisations to recruit their intern and ensure they start their employment by end March 2027. The employment opportunity must last a full calendar 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
Good organisational standards and management	- In order to assess your capacity to host an intern we are interested in your organisational set up – for example the organisation's structure, the strength of your management team and board and that you have required organisation policies in place. - We will ask you to upload documents including your Safeguarding Policy/Child Protection Policy; Equality,

	Diversity and Inclusion Policy; Data Protection Policy and Health and Safety Policy and your Public Liability Insurance as part of your application.
Financial sustainability	- We recognise that many organisations have experienced financial challenges in recent years. - We recognise that the economic situation may be impacting your finances, including inflation, energy, staff costs, increased demand for services and other budgetary pressures. In your application there is an 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 March 2028.

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

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 contact details for the person submitting the application
1.2	Please provide the name, registered charity number, website address, postal address for your organisation. Only registered charities, including charitable incorporated organisations – CIOs, 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's line manager based on the details provided in this section.
1.4	Please briefly describe your organisation's aims and objectives and explain how your work aligns with the Jack Petchey Foundation's vision, mission and strategic aims.
1.5	Please estimate what % of your organisation's work is with 11–25-year-olds in London and/or Essex.

Section 2: The Intern Role - this section should be completed by the person responsible for line managing your intern.

2.1	Please tell us what the intern's job title would be.
2.2	Please summarise the main objectives of the intern role, including the key responsibilities and activities the intern will undertake. (200 words) Focus on what the intern will do in the role (e.g. tasks, projects, areas of responsibility).

	Please refer to our Aims on pages 2-3 of these Guidance Notes to ensure your role makes a valuable contribution to the young people you support and is an exciting role for the intern. Please provide a summary in question 2.2 and also upload a one-page outline for the proposed role, including the job purpose and key responsibilities.
2.3	Please explain why this role is needed within your organisation and what gap it will address. (200 words) Focus on the reason for the role, including any current challenges, unmet need, or opportunities this position will address. We want to ensure our funds have the greatest possible impact and will award a grant to those organisations that can demonstrate the greatest impact on the young people they work with as a result of being part of this programme.
2.4	Please explain the difference this role will make for young people aged 11–25 in London and/or Essex. (300 words) Focus on the outcomes for young people (the “so what?”), rather than describing activities. In your response, please: • define the key outcomes for young people, particularly in relation to skills, confidence and/or voice • explain how young people will benefit as a result of this role • outline how you will understand or evidence the impact of the role 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.
2.5	Please explain the difference this role will make for your organisation. (200 words) Focus on the outcomes for your organisation (the “so what?”), rather than describing activities. In your response, please: • define the key outcomes for your organisation (e.g. increased capacity, improved delivery, new or enhanced provision) • explain how the role will help your organisation to achieve more or work more effectively

	outline how you will understand or evidence the impact of the role within your organisation
2.6	Please explain the difference this role will make for the intern appointed to the position. (200 words) Focus on the outcomes for the intern, rather than describing general responsibilities. In your response, please: - highlight the skills, knowledge and experience they will gain - explain how the role will support the intern to build confidence and develop professionally - outline how you will support and recognise the intern's development during their time in the role
2.7	Is this role being created for a young person already connected to your organisation, e.g. a beneficiary, a volunteer, a sessional worker/freelancer, a current or former staff member? If yes, please provide further details
2.8	<u>Direct beneficiaries:</u> Please estimate the number of young people (aged 11–25) in London and/or Essex who will directly benefit from the work of the intern and explain how they will benefit. (300 words) Direct beneficiaries are young people who will directly take part in, or receive support from, the intern's work (for example, those attending sessions, programmes or activities delivered or organised by the intern). In your response: - Provide a realistic estimate of the number of direct beneficiaries - Explain how you have calculated this figure
2.9	<u>Indirect Beneficiaries (if relevant):</u> Please estimate the number of young people (aged 11–25) in London and/or Essex who will indirectly benefit from the work of the intern, and explain how they will benefit. (300 words) These are young people who do not receive direct support from the intern's work but may still benefit from it. For example, young people outside of those

	directly involved in your programme who also get access to materials developed by your intern role 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.
2.10	Please confirm your organisation's standard working week in hours. The internship grant represents part-funding towards the salary costs to support a full-time post. Your intern's contract must be in line with your organisation's standard employment practices.
2.11	Please tell us the hourly rate you expect to pay your Jack Petchey Intern. • National Living Wage (set by UK government) • London Living Wage or Real Living Wage (set by Living Wage Foundation) • A rate between the NLW and LLW/RLW
2.12	Please briefly explain your rationale for setting this rate.
2.13	Please provide details of where the intern's role will be based, including details of any outreach activities the role requires, and other venues where the work is undertaken, and any hybrid working. If working from home is expected as part of the role, please indicate expected frequency during the working week. Please note, roles that are entirely or predominantly home based or remote will not be considered for funding.
Section 3: Line-management - this section should be completed by the person responsible for line-managing your intern.	
3.1	Please describe the line management structure for the intern, including who will manage them, their job title, if they have previous line management experience, and how support will be provided. (100 words) Focus on practical arrangements (e.g. reporting lines, frequency of supervision, and who will be involved).
3.2	If successful, please outline what will happen to the work or project supported by the intern once the funding period ends, and how you will support the intern's next steps. (100 words)

	You are not expected to continue funding the role. We are interested in how the work will be sustained and how you will support the intern's future progression.
3.3	Please submit a simple, short (maximum 3 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. This video should help us understand your approach to supporting and developing a young intern. - In their video, the line manager should cover: their role; their approach to managing the intern and how they would 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; what previous line-management experience they have to support this. 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, You Tube, or DropBox</u>. Please ensure that all sharing permissions are enabled. Please note that Vimeo does not work on our systems. Please note that we are unable to receive e-mails with video attachments.
Section 4: Financial Information	
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.	
4.1	Please tell us the year end of your most recent financial year (month and year).
4.2	What was your organisation's income and expenditure for the last three full financial years? This grant programme is only open to organisations with an annual income over £250,000. This is because we want to ensure that we are funding organisations with sufficient capacity and infrastructure to support an intern. If your organisation has an annual income <u>below £250,000</u> we will not be able to assess your application. Please indicate if the figures are audited or unaudited.

4.3	Please tell us your current unrestricted reserves and restricted reserves.
4.4	Please describe your organisation's current financial position and how you plan to sustainably support the internship over the next 12-18 months. (150 words) In your response, you may wish to include: - any key financial challenges your organisation is currently experiencing - the steps you are taking to manage these challenges - any relevant plans or considerations that support your ability to host the internship successfully We are keen to understand how your organisation will sustainably support the internship, taking into account your overall context rather than financial strength alone
Section 5: Organisation Management	
5.1	Please describe your organisation's management structure. (200 words) 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 outline here any significant changes that your organisation is currently facing. (e.g. senior staff turnover, trustee changes, staffing restructure, premises relocation, reputational risk etc).
5.3	Please tell us how many <u>full-time</u> and <u>part-time</u> members of staff are employed by your organisation. (Please <u>do not</u> include freelancers or sessional workers).
Section 6: Supporting Information	
6.1	Please tell us if your organisation has hosted a Jack Petchey Intern before and briefly reflect on any learnings from this.
Section 7: Supporting Documents	

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.

The list of documents required are:

- The following documents to help us have an up-to-date picture of your finances:
 - o **7.1 Latest annual report and accounts**
 - 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
 - o **7.3 Latest management accounts** – please provide management accounts that are as recent as possible
- We will also ask you to upload the following documents:
 - o **7.4 Safeguarding Policy or Child Protection Policy**

Please confirm that you have the policies below in place, by clicking the button (ticking the box). Please note, should your application be successful, we will request copies of these up-to-date policies.

- o **7.5 Equal Opportunities / Equality, Diversity and Inclusion Policy**
- o **7.6 Employers Liability Insurance**
- o **7.7 Public Liability Insurance**
- o **7.8 Health and Safety Policy**
- o **7.9 Data Protection Policy**

Section 8: Chief Executive/ Director's commitment to Jack Petchey Internship Programme

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

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 pages 4-6 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 or the organisation not being successful in application to the intern programme in future years.

There is an opportunity to add any further explanatory comments 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)

Completing and Submitting the Form

The application form is online and can be found via our Internship 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 maximum 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 9am on Monday 7 September 2026.

You will receive an email confirming receipt of your application with a reference number. You will also be emailed a copy of your application.

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.