

**Change  
100**

**Oscar**  
Guest Services Associate at  
InterContinental Hotels Group

# Kickstart your career

We're looking for talented students and graduates with disabilities or long-term health conditions. If that's you, join Change 100 and unlock your potential.

**Leonard  
Cheshire**



# Hello

We are Leonard Cheshire – supporting individuals to live, learn and work as independently as they choose, whatever their ability. Led by people with experience of disability, we are at the heart of local life – opening doors to opportunity, choice and support in communities around the globe.

## What is Change 100?

Change 100 is our programme of paid summer work placements, development and mentoring. It's designed to support the career development of talented university students and recent graduates with any disability or long-term health condition, such as:

- Physical disabilities
- Sensory disabilities
- Mental health conditions
- Learning disabilities or difficulties e.g. dyslexia, dyspraxia, ADHD
- Other long-term health conditions e.g. diabetes, MS

If you are unsure about your eligibility, please contact us at [change100applications@leonardcheshire.org](mailto:change100applications@leonardcheshire.org)



## Who is Change 100 for?

To apply to Change 100, you must meet all the following criteria:

- Have a disability or long-term health condition
- Be in your penultimate or final year of an undergraduate or postgraduate university degree, or have graduated in 2017 or 2018. Any degree subject accepted
- Have achieved or be predicted a 2:1 or 1st in your undergraduate degree\*
- Be eligible to work in the UK for the duration of a full-time summer work placement

\*If your academic performance has been affected by mitigating circumstances related to your disability or health condition, these will be taken into account. Please get in touch to discuss this.



# Change 100 employers

We've partnered with organisations who believe disability isn't a barrier to a brilliant career.

The employers we work with appreciate the value that talented disabled students can bring to their organisations.

They recognise the importance of the skills and behaviours Change 100 students demonstrate, such as resilience, problem-solving,

embracing challenges and self-awareness.

Change 100 students have already made their mark with over 130 leading employers.

We are always establishing new partnerships with a broad range of prestigious organisations to offer placement opportunities. These include corporate employers of varying sizes and industries, public and third sector organisations.

# Some of our supporting partners

ASOS

 AutoTrader

 BARCLAYS

BBC STUDIOS

Bevan Brittan 

  
BIG LOTTERY FUND  
NATIONAL LOTTERY FUNDED



  
Intellectual  
Property  
Office

LLOYDS BANK 

LOUIS VUITTON

supported by  
 Nottinghamshire  
County Council

  
NPC  
New Philanthropy Capital

 Pearson

**ROYAL BERKSHIRE  
FIRE AND RESCUE SERVICE**  
Enabling people to lead safe and fulfilling lives

SKANSKA


Sotheby's EST. 1744

Taylor  
Wimpey

THE  
NATIONAL  
GALLERY

**turner**

US  
UNIVERSITY  
OF SUSSEX

  
wall to wall television

Whirlpool  
CORPORATION

  
ZURICH



# Support and professional development

Once you are offered a placement, we will work with both you and your employer to make sure that they understand your disability and any adjustments you need.

During your internship, you'll be supported by your peers, a mentor at your organisation and the Change 100 team. This support doesn't stop at the end of your placement – we'll continue to support you throughout the development programme.

**“ This programme has taught me that asking for adjustments such as work from home days or regular rest breaks has no bearing on whether I can do the job. This programme has made me feel hopeful about getting a job after university and more able to disclose my disability when starting a new job. ”**

Emma, Communications Assistant at Gedling Borough Council

## **The Change 100 development programme**

Our development programme combines group work with self-directed learning, and is informed by your specific personal development goals. Topics include goal setting, networking, making the most of mentoring, managing your disability in the workplace and disclosure.

By combining a high level of support with a high level of challenge, the development aspect of Change 100 helps ensure that you get the most from your time on the programme and positions you well for your next career move. We will hold an Induction event in early June before placements begin, followed by monthly professional development sessions until December 2019.



# The Change 100 selection process

## **Application form**

You will need to complete an online application between 24 September 2018 and 16 January 2019. Alternatively, you can submit your application in writing or as a video, responding to the same questions listed in the application form.

If you need any assistance with your application, or would like the application form in another format, please contact: [change100applications@leonardcheshire.org](mailto:change100applications@leonardcheshire.org) or call: 020 3242 0299.

Please go to: [www.leonardcheshire.org/Change100](http://www.leonardcheshire.org/Change100) to register your interest or to start your application by clicking 'apply now'.

## **Our assessment centres**

Our assessment centres are designed to bring out the best in candidates and to ensure fairness and equality of opportunity.

Our application process does not include psychometric testing at any stage.

We will liaise with you ahead of the assessment centre to determine any adjustments that are necessary to ensure that you can perform to the best of your abilities.

Representatives from the Change 100 team will be present to support you and will assess your strengths and development areas, in collaboration with host employers.



# Candidate matching

If you are successful through our recruitment process then we will look to match you with one of our employer partners based on your interests and location. We encourage you to be open minded about where you are placed as all our roles provide the opportunity for personal development.

Candidates should note that being successful through our recruitment process does not guarantee employment. We will work to match you to a role that is a good fit for your interests but you may be offered a role that you hadn't previously considered.

Once a match has been agreed you will receive an offer of employment from your host organisation.



# Person specification

## Qualifications:

A predicted or obtained 2:1 or 1st in any university degree\*

## Experience:

There is no essential knowledge or experience required

## Personal attributes:

- Customer focused
- Able to take initiative
- Creative problem-solver
- Excellent communicator
- Able to work well in a team
- Resilient
- Good time management

## Other:

- You must have a disability or long-term health condition
- You must be eligible to work in the UK for the duration of a full-time summer placement. If you are an international student, please refer to the terms of your visa agreement

\*If your academic performance has been affected by mitigating circumstances related to your disability or health condition, these will be taken into account. Please state this clearly where indicated on the application form.

**“ The Change 100 programme has really helped me build my confidence back up. Just knowing that my employer was making a decision to be more inclusive and aware of disabilities in the workplace made it so much easier to start working with them. ”**

Chloe, Communications and Engagement Officer at Royal Berkshire Fire and Rescue Service

# Job description

## **Duration:**

Up to three months. Most roles are full-time but part-time is an option

## **Location:**

Various locations, UK-wide

## **Hours:**

Normal office hours are likely to be 9am–5pm

## **Accommodation:**

It is your responsibility to secure accommodation for the duration of your placement

## **Salary:**

Will meet or exceed the Living Wage Foundation recommended hourly rate [www.livingwage.org.uk](http://www.livingwage.org.uk)

During your placement you will be employed directly by your host organisation

## **Placement areas:**

Your role will vary depending on the nature of the placement you are undertaking


We will be offering fantastic roles in a wide range of areas, such as:

- Accountancy
- CEO support
- Customer services
- Data analysis
- Engineering
- Finance
- Fundraising and business development
- Human resources
- IT
- Marketing
- Project management
- Public relations and public affairs
- Software development

## **Responsibilities:**

You will play a key role in interesting projects and will have the support of your manager and colleagues along the way

Typical responsibilities might include a combination of participating in meetings, research, writing reports, creating presentations, handling project work and general admin. This will vary depending on your role and host employer



**Kerisha**  
Production/Development  
Team Assistant at  
Wall to Wall Media

## What Change 100 can offer you

- An inclusive recruitment process – designed to let you shine
- Valuable, paid experience with a prestigious employer, accelerating your career prospects
- Confidence in disclosing your disability
- Support in identifying and requesting disability-related adjustments
- A dedicated mentoring and professional development programme
- A peer group of fellow Change 100 interns
- Opportunities to expand your network

# Key dates

## **24 Sept 2018**

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Applications open

## **16 Jan 2019**

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Applications close

## **Feb–Mar 2019**

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Shortlisting of candidates and assessment centres

## **Apr–May 2019**

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Matching candidates to placements

## **Jun 2019**

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Induction and start of placements

## **Sep 2019**

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Placements end

## **Sep–Dec 2019**

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Ongoing professional development sessions and mentoring support

# Apply now

[www.leonardcheshire.org/  
change100](http://www.leonardcheshire.org/change100)

**#Change100**

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**Finalists for the National Undergraduate Employability Awards 2018 – Best Disability Initiative in Work Experience**