



Change  
**100**

# Kickstart your career

We're looking for talented students and graduates with disabilities and long-term 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 flagship programme of paid summer work placements, professional development and mentoring. It's designed to support the career development of talented university students and recent graduates with any disability or long-term condition, including:

- Neurodivergent conditions such as dyslexia, dyspraxia, autism, ADHD
- Mobility impairments
- Sensory impairments
- Long-term conditions such as IBS, diabetes, Crohn's disease, epilepsy, chronic fatigue
- Mental health conditions such as anxiety, depression, bipolar, OCD, anorexia

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 condition as defined in the Equality Act 2010
- Be in your penultimate or final year of an undergraduate or postgraduate university degree, or have graduated in 2019 or 2020. 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 summer work placement
- Be available to attend an assessment centre in January or February

\*If your academic performance has been affected by mitigating circumstances related to your disability or 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 and recent graduates can bring to their organisations.

They recognise the importance of the skills and behaviours Change 100 interns demonstrate, such as adaptability, problem-solving, embracing challenges and

self-awareness. Change 100 interns have already made their mark with over 160 leading employers.

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

# Some of our supporting partners

ASOS

AutoTrader

BARCLAYS

BBC STUDIOS

Bevan Brittan 



enterprise

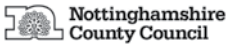
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Enabling people to lead safe and fulfilling lives

SKANSKA


Taylor  
Wimpey

THE  
NATIONAL  
GALLERY

US  
UNIVERSITY  
OF SUSSEX



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU



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# 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. After your placement ends we then continue to work with you through our development programme.

## **The Change 100 development programme**

Our professional 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 2021.

**“ I had no idea I'd have so much fun while working, or that I'd gain as much confidence as I have. I also didn't realise how useful the Change 100 professional development sessions would be, but I'm grateful to have that knowledge and experience to draw on in the future. ”**

Emma, Intern  
National Lottery  
Community Fund

# The Change 100 selection process

## Application form

You will need to complete an online application between 23 September 2020 and 7 January 2021. 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: [leonardcheshire.org/Change100](https://leonardcheshire.org/Change100) to start your application by selecting '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.

\*Assessment centres may be held online depending on government coronavirus guidance





# Candidate matching

If you are successful through our recruitment process we will then 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:

- Creative problem-solver
- Effective contributor to a team
- Good organisational skills
- Open to taking initiative
- Adaptable to new challenges
- Committed to self-development
- Open to self-reflection

## Other:

- You must have a disability or long-term condition as defined in the Equality Act 2010
- You must be eligible to work in the UK for the duration of a 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 long-term condition, these will be taken into account. Please state this clearly where indicated on the application form

**“ During the placement I felt I had lots of freedom and control over the experience I was getting. I was able to develop as I want, shadowing and learning as I go along. I feel well prepared now to take on jobs in the future, it’s been a great stepping stone. ”**

Ciara, Intern  
BBC Studios

# Role description

## Duration:

Up to three months. Most roles are full-time but part-time is an option if required as a workplace adjustment.

## Location:

Various locations, UK-wide. We offer a combination of office and home-based roles. We will offer guidance if roles are based remotely.

## Hours:

Normal office hours are likely to be 9am to 5pm, however flexible working is offered at many companies.

## 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, including:

- Accountancy
- 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.



# What Change 100 can offer you

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

# Key dates

## **23 Sept 2020**

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Applications open

## **7 Jan 2021, 2pm**

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Applications close

## **Jan-Feb 2021**

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Shortlisting of candidates and assessment centres

## **Mar-May 2021**

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Matching candidates to placements

## **Jun 2021**

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Induction and start of placements

## **Jun-Sept 2021**

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Placement period and monthly professional development events

## **Sept-Dec 2021**

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Continuation of professional development programme with graduation event in December

# Apply now

[leonardcheshire.org/change100](https://leonardcheshire.org/change100)

Deadline 7 January 2021

#Change100

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