Professional Project Fund: an introduction

Norma McEnery & Rhiannon Whittaker
Placement & Internship Advisers
By the end of the session you will be able to:

- Summarise the Professional Project Fund
- Understand the specifics and requirements of the scheme
- Outline how to find and set up a project that will benefit both you and the organisation
- Understand how to make a strong application for the bursary
- Understand an overview of the Careers Service and the support available
Professional Project Fund

- A Careers Service initiative developed for **continuing** Imperial students
- You find your own project within the third sector, based in the UK
- Projects can be 4 weeks in length (or part time equivalent) and taken at anytime during the summer
- You then make an application to the Careers Service: application form and panel interview
- If successful, Imperial College Careers Service will then offer you a £1200 bursary to complete your project

Careers Service
www.imperial.ac.uk/careers
Professional Project Fund

STREETDOCTORS

Medical Research Foundation

leapfrog

SCI

Schistosomiasis Control Initiative

National Trust

Careers Service
www.imperial.ac.uk/careers
Common FAQs

• Projects must take place in the summer vacation period and must be fully complete by the start of the next academic year.

• The Professional Project Fund is not designed for UROP participants or students completing research at universities.

• PhD candidates cannot apply for the Professional Project Fund for work relating to their PhD, and must have supervisor sign-off.

• Pro-rata payments for a total of 20 days can be organised for internships that differ from 5 days per week.
What are the benefits?

- Corporate Social Responsibility – a business practice that incorporates sustainable development into a company's business model
  - Environmental
  - Philanthropic
  - Ethical Practices
  - Volunteering
- Tailored experience to address a skills gap in your career journey
- Develop entrepreneurial thinking by sourcing and developing your own internship project
- Exposure to new networks and opportunities

Careers Service
www.imperial.ac.uk/careers  
The organisation & the project
What is the Third Sector?

- ‘Third sector organisations’ is a term used to describe the range of organisations that are neither public sector nor private sector.
- Voluntary and community organisations (e.g. registered charities, associations, community groups), social enterprises, mutuals, co-operatives and think tanks (this does not include universities and colleges).

They generally:
- Independent of the government
- Value driven – motivated by the desire to achieve social goals
- Reinvest any surpluses generated in the pursuit of their goals
Previous destinations...

TREND

the humane league

National Trust

Medical Research Foundation

Women's Environmental Network

STREETDOCTORS

Samaritans

SCI

St Mungo's

St John Ambulance

Interpal

access

leapfrog

Careers Service
www.imperial.ac.uk/careers
Speculative Applications

1. Create a shortlist of organisations
2. Find a specific contact
3. Direct and tailor your CV and email
4. Make your availability clear
5. How could you contribute to their org?

https://www.imperial.ac.uk/careers/applications-and-interviews/cover-letters/
Dear Kate,

I am a current 2nd year Mathematics student at Imperial College London and I am emailing to enquire about the possibility of a project with Street Doctors this summer.

2-3 lines on why that charity and/or department interests you.

I am specifically interested in your project on X, Y, Z and having gained some experience last term during my X, Y, Z group project and developed X, Y, Z skills I would like the opportunity to apply my knowledge in a professional setting. Additionally, once I have defined a project I intend to make an application for the Imperial College Professional Project Fund.

I have attached my CV and would be more than happy to send through a more detailed cover letter. It would be fantastic to arrange a time to discuss project ideas and how I could hopefully contribute to your organisation.

Thank you and I look forward to hearing from you about my enquiry.

Yours sincerely,

Lottie
07641234452
Searching for an organisation

Imperial College London

www.imperial.ac.uk/careers
Directories

CharityChoice

- All charities. Your choice.

Charity Choice – the UK’s leading charity directory

Charity Choice

Find a Charity
Charity Reports
Gifts in Wills
Stories
Are You A Charity?
Events

Search

Browse by Charity Sector

Enter a keyword, charity name or number

UK postcode

https://www.charitychoice.co.uk/
Google Maps
**Experience**

**Director & Co-Founder**
**Space Skills Alliance**
Sep 2019 – Present · 6 mos

The Space Skills Alliance is the think-tank in the space sector. We collect and publish reports and events that bring key stakeholders together.

**CAST Developer**
**CAST Centre for the Acceleration of Social Tech**
Jun 2019 – Present · 9 mos

**CAST** helps charities realise the opportunities their impact.

- Build and maintain tools (Ruby on Rails, R

**Co-Founder, and Lead Developer (volunteer)**
**SpaceCareers.uk**
May 2015 – Present · 4 yrs 10 mos

**SpaceCareers.uk** is a career website for jobs of UKSEDS. It receives ~7,700 visitors a year.

- Developed and maintain website (PHP, M

**UKSEDS**
7 yrs 8 mos

Head of Systems, and Charitable Trustee 6 Jul 2012 – Present · 7 yrs 8 mos

UK Students for the Exploration and Development of Space Society.

I have held a variety of roles, am now a

**Sir Arthur Clarke Award 2016**

Chair of Executive Committee and Board of Directors 2015 – Mar 2017 · 2 yrs 1 mo
- Heads the Executive Committee and administers the organisation and its policies.
- Developed and implemented strategies to volunteer numbers (2), corporate sponsors.

**Research Assistant**
**Panama Wildlife Conservation Charity**
Jan 2016 – Present · 4 yrs 2 mos
London, United Kingdom

My role is to establish links between Panama and UK institutions to develop effective biodiversity conservation strategies in Panama. Also I work in the UK to develop fundraising programs in UK and Panama.

**Research Assistant & Lab Manager**
**Smithsonian Tropical Research Institute**
Nov 2006 – Mar 2009 · 1 yr 5 mos

Organisation, development and implementation of bioassays for Malaria, Chagas disease, and Leishmania.
- Responsible for the management of a small group of people in the project.

**Research Assistant**
**INDICASAT-AIP**
Jan 2004 – Oct 2007 · 3 yrs 10 mos
Malaria and Chagas bioassay development, database management, cell and parasite culture.
Developed new strategies to optimise sample processing and analysis.

**Education**

**Imperial College London**
Doctor of Philosophy (Ph.D.), PhD Clinical Medicine Research 2008 – 2012

Research interests focus on the molecular mechanisms that viruses use to translate and replicate their genomes, with particular interest in Noroviruses, members of the Caliciviridae family. In addition we have interests in the mechanism by which cells sense and respond to infection, as well as the novel mechanisms viruses have evolved to evade these responses.
Considerations for your project

• What might you want out of the experience?
  • Developing particular skills
  • Furthering career in your chosen sector

• What might the organisation want out of the experience?
  • Have longstanding projects on ‘to-do lists’
  • Relative lack of skills in some areas
  • Contribution to their mission
  • Legacy of the project
Skills Gap Analysis

Report reveals extent of digital skills gap within charities

Lack of digital skills highlighted in analysis of 150 charities that have benchmarked themselves against the sector’s first digital code of practice.

Joe Lepper | 29th Jan 19

Impact & Efficiency  Products & Services

What do we look for?

- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Skills developed
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
- Impact and legacy for the organisation
- Does it fit with potential career aims?
- Clearly defined and well-thought out project
- Objectives you can meet!
- A project that will challenge you
- Skills developed
- Does it fit with potential career aims?
Previous projects case studies

- All students who receive the funding have to complete a log
Application Form

- Personal details and organisation details

- Project details:
  - Please give details below of the project you expect to be involved in
  - Why should we give you this bursary to work with this particular organisation
  - How do you believe the bursary will further your career planning?

- Upload your CV

Careers Service
www.imperial.ac.uk/careers
Jo Olsen
2 Long Road, London, SW7 7AZ
07123 456780 / jolsen16@sample.imperial.ac.uk

EDUCATION
2016-2020 Imperial College London
MEng Mechanical Engineering with a Year in Europe
- Relevant Modules: Stress Analysis, Fluid Mechanics, Design and Manufacture.
- Successfully completed various group projects including a task to design and make a small hovercraft in a team of four.
- Developed an understanding of the entire design and prototyping process through the completion of an individual project undertaking drive transmission design project.
- In addition to engineering courses, participated in a French language course at Imperial.

2009-2016 Leeds City Academy, Yorkshire
A Levels: Maths (A*), Physics (A*), Further Maths (A), French (A)
GCSE’s: 6A*, 4A

WORK AND VOLUNTARY EXPERIENCE
2016 - Imperial College London
Temporary Events Assistant
- Worked at several corporate events on campus, providing a first point of contact to external visitors and speakers from industry and other universities.
- Demonstrated strong customer focus, working as part of a team of other students and members of the events department at Imperial.

2013 - Kirklees Badminton and Squash Club
Qualified Badminton Coach
- Regularly coaching children aged between 10 and 16 to encourage active participation in sport
- Voted on to the club management committee to represent the views of younger members, and introduced and maintained a social media presence which has increased membership by 22%
- Developed leadership skills in addition to the ability to motivate others.

2011 9th Leeds City Explorer Scout Group
- Participated in numerous local and international volunteering activities, including undertaking charity walk from Leeds to Edinburgh, which raised £2,500 for children’s charities.

IT AND LANGUAGE SKILLS
- Proficient in Microsoft Office applications
- Coding in MATLAB
- CAD and solid modelling in Solidworks
- Advanced French

INTERESTS AND ACHIEVEMENTS
- 1st Year Student Rep (2016/17), representing student body at academic committee; proposed and designed template to assist with online learning module.
- Active member of Imperial Engineers Without Borders student society.
- 1st 4sport Level 1 award in badminton coaching

REFERENCES AVAILABLE ON REQUEST
Summary and Next Steps…

START NOW

- Research the Third Sector
- Contact relevant organisation(s) to discuss possible projects

WHEN THE PROJECT IS AGREED

- Applications opened 22 Feb 2021
- Download and share Organisation Guide and Form
- Submit application form by 23.59 3 May 2021

The Placement & Internship Advisers are here to help – Internship Discussions are bookable via JobsLive, or email us at internship.unit@imperial.ac.uk
Type your questions in the chat
The Careers Service
Sherfield Building (L.5)
South Kensington Campus
London SW7 2AZ

Monday - Friday
10:00 – 17:15

+44 (0)20 7594 8024
internship.unit@imperial.ac.uk