

Imperial College  
London

# Professional Project Fund: an introduction

Norma McEnery  
& Rhiannon Whittaker  
Placement & Internship Advisers



Your success. Our goal.

Careers Service  
[www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)





## 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

# Professional Project Fund



Medical  
Research  
Foundation





## 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



# The organisation & the project



# What is the Third Sector?

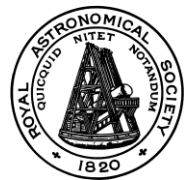
- ‘Third sector organisations’ is a term used to describe the range of organisations that are neither public sector nor private sector
- Voluntary and community organisations (e.g. registered charities, associations, community groups), social enterprises, mutuals, co-operatives and think tanks (this **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





Imperial College  
London

# Previous destinations...



Women's  
Environmental  
Network



National  
Trust



WildHearts  
Business for Good



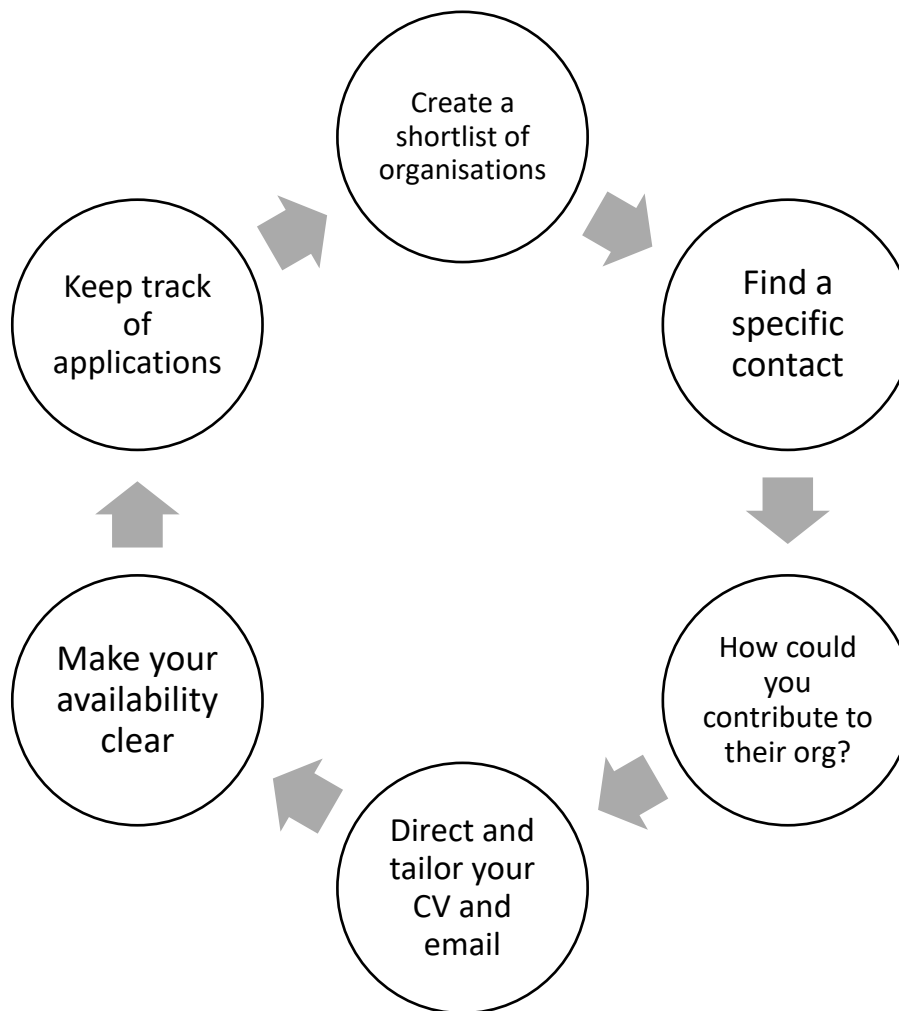
Centre for Community  
Development




Riana Development Network  
Harnessing the future



# Speculative Applications





|          |   |
|----------|---|
| From     | careers@imperial.ac.uk  |
| To       | xxxxxxxx@company.com  |
| Cc       |   |
| Subject  | Experience Enquiry – BSc Biology Student, Imperial College  |
| Attached |  CV Lottie Jones.docx<br>32 KB |

Dear Kate,

I am a current 2<sup>nd</sup> 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



Imperial College  
London

# Searching for an organisation



CHARITY COMMISSION  
FOR ENGLAND AND WALES



# The Guardian Jobs

# Third Sector JOBS



environmentjob.co.uk



# Directories



GUILD OF BENEVOLENCE

A screenshot of the CharityChoice website homepage. The page features a navigation bar with links for "Find a Charity", "Charity Reports", "Gifts in Wills", "Stories", "Are You a Charity?", and "Events". Below the navigation bar is a search area with a text input field for keywords, a location input field for UK postcodes, and a "Search" button. A "Browse by Charity Sector" dropdown menu is also visible. The background of the page shows a person in a white swim cap and colorful swimwear looking through binoculars against a cloudy sky. The text "CharityChoice - the UK's leading charity directory" is prominently displayed in the center. Social media icons for Facebook and Twitter are in the top right corner, along with "Login" and "Sign up" buttons.





# Imperial College London

## Google Maps

The screenshot shows a Google Maps interface with a search for 'charity' in London. The search results are displayed on the left side of the map, listing several charities with their ratings, addresses, and opening hours. The map itself shows the surrounding area, including White City, Notting Hill, and Hammersmith, with various landmarks and streets labeled.

**Search Results:**

- Royal Commission For The Exhibition Of 1851**  
Charity · 453, Sheffield Building, Imperial College London  
Open until 17:00
- Octavia Foundation**  
3.9 ★★★★★ (14)  
Charity · 3 Bute St  
Charity retailer of clothes & home goods  
Open until 18:00
- Fara Charity Shop**  
4.6 ★★★★★ (14)  
Charity · 26 Gloucester Rd  
Retailer of donated homewares & clothes  
Open until 18:00
- Octavia Foundation**  
4.2 ★★★★★ (10)  
Charity shop · 211 Brompton Rd  
Charity retailer of clothes & home goods  
Open until 18:00
- ONELIFE**  
3.7 ★★★★★ (3)  
Charity · 5-7 Cromwell Rd  
Open until 17:00
- Oxfam**  
3.8 ★★★★★ (8)  
E · Charity shop · 5 Gloucester Rd  
Open until 18:00

Showing results 1 - 20

Update results when map moves

## Experience



### Director & Co-Founder

Space Skills Alliance  
Sep 2019 – Present · 6 mos

The Space Skills Alliance is the think-tank at the heart of the space sector. We collect and publish data and run events that bring key stakeholders together.



### Full Stack Developer

CAST Centre for the Acceleration of Social Impact  
Jun 2019 – Present · 9 mos  
London, United Kingdom

CAST helps charities realise the opportunities of digital technology to increase their impact.

- Build and maintain tools (Ruby on Rails, Python)



### Co-Founder, and Lead Developer (voluntary)

SpaceCareers.uk  
May 2015 – Present · 4 yrs 10 mos

SpaceCareers.uk is a careers website for young people interested in space. It receives ~70k visitors a year.

- Developed and maintain website (PHP, MySQL)



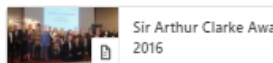
### UKSEDS

7 yrs 8 mos

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

UK Students for the Exploration and Development of Space Society.

I have held a variety of roles, and am now heading up the technical team.



Chair of Executive Committee and Board of Directors  
Mar 2015 – Mar 2017 · 2 yrs 1 mo

- Headed the Executive Committee and Board of Directors, controlling a budget of ~£15k.  
- Developed and implemented strategies on recruitment, volunteer numbers (x3), corporate sponsors

Show 3 more roles

## Experience



### Director

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

Imperial College London  
May 2012 – Nov 2012 · 7 mos

Project titled: Characterisation of RNA-Protein interactions involved in norovirus translation and replication.



### Research Assistant & Lab Manager

Smithsonian Tropical Research Institute  
Nov 2006 – Mar 2008 · 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.

## Voluntary Experience

Member of the UK Space Design

Member, presented talks. I work on web systems administration. [...see more](#)

Member of the integration group, working to develop a combustion engine.

Member of the process. [...see more](#)

Member of the support team, producing a report. [...see more](#)



## 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.

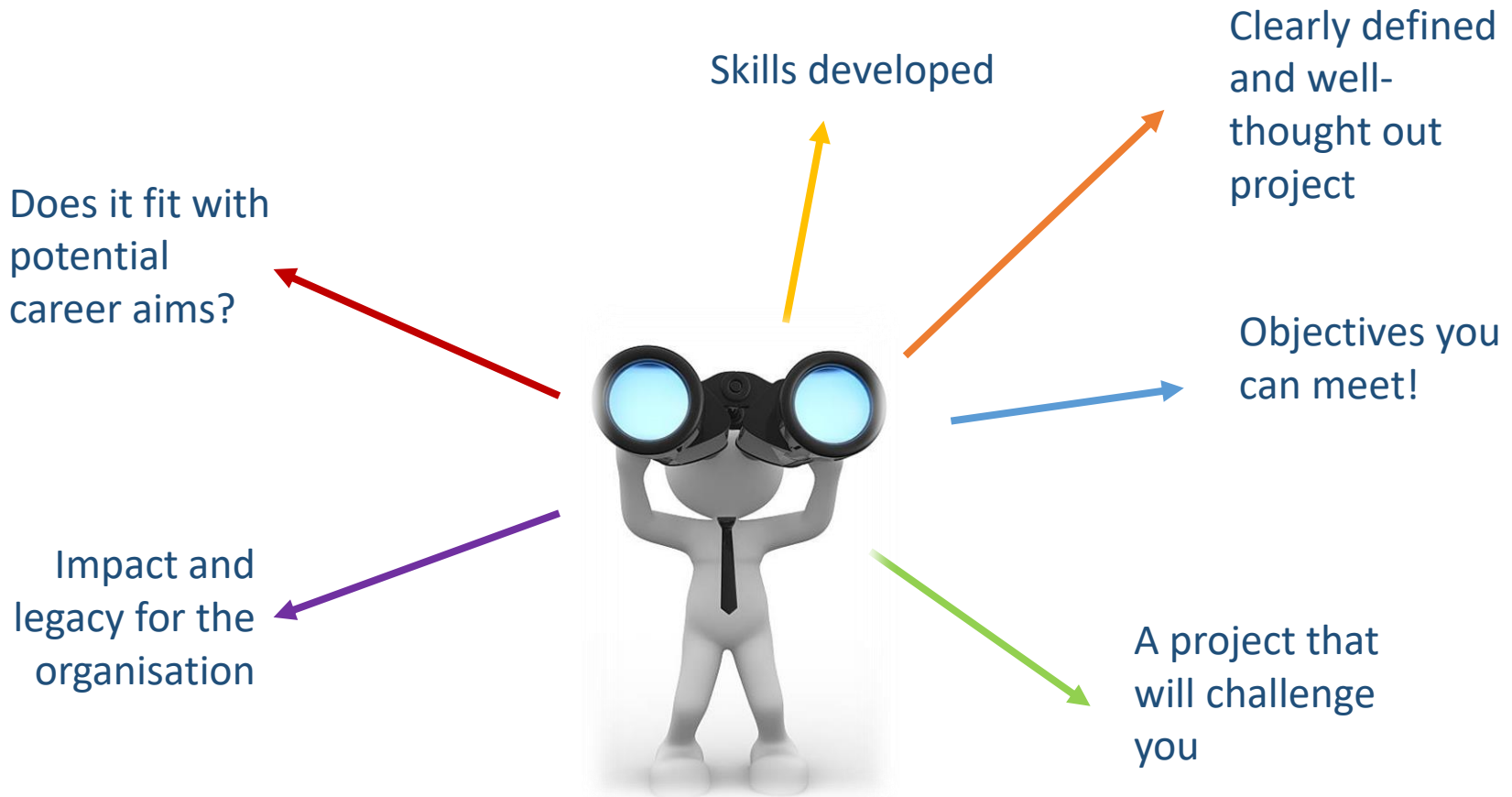
Joe Lepper | 29th Jan 19

Impact & Efficiency Products & Services





# What do we look for?



# Previous projects case studies

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

**Careers Service**  
Exploring your options | Finding opportunities | The application process | Resources | Our services | Information for employers | About us

Home / Administration and support services / Careers Service / Finding opportunities / Work Experience / Professional Project Fund

## Professional Project Fund

Professional Project Fund (formerly Charity Insights) is a Careers Service initiative for continuing Imperial undergraduate and PhD students. It offers you the opportunity to develop your own graduate level project that is tailored to your interests and skills.

The projects must be full time for four week (or part time equivalent) and can be taken at any point during the summer vacation period. Your project should identify an organisation, perhaps in the third sector, that could benefit from your skills and knowledge.

Once agreed with the organisation, you can then apply to Imperial College Careers Service for a £1200 bursary to support you undertaking your project.

The scheme will be open for applications on Monday 17 February 2020 – to register your interest please email [internship.unit@imperial.ac.uk](mailto:internship.unit@imperial.ac.uk) to get up to date information on when applications open.

**How do I apply?** | Eligibility | Defining your project | General FAQs

**Step One:** Attend a Professional Project Fund Introduction session. These usually run in February and March and can be booked via [jobsLive](#). During this session, the Placement and Internship Unit will provide you with a detailed overview of the scheme and will be available to answer any questions.

**Step Two:** Identify and/or develop a graduate level project within a suitable organisation. You should speculatively approach organisation to understand their business needs and define a project that would be mutually beneficial. Use our resources on the volunteering to find relevant charities.

**Step Three:** Once a project has been agreed, ask the organisation to read and complete our Organisation and Guide Form.

**Step Four:** Complete the Student Application Form, attaching a copy of your CV.

### Case Studies

Clarisse Beurrier | Ellis King | Hamish Rosser | Isabella Stevens | Khadija Mahmoud



# 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



## Jo Olsen

2 Long Road, London, SW7 7AZ  
07123 456780 / [jolsen16@sample.imperial.ac.uk](mailto:jo Olsen16@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 **9<sup>th</sup> 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.

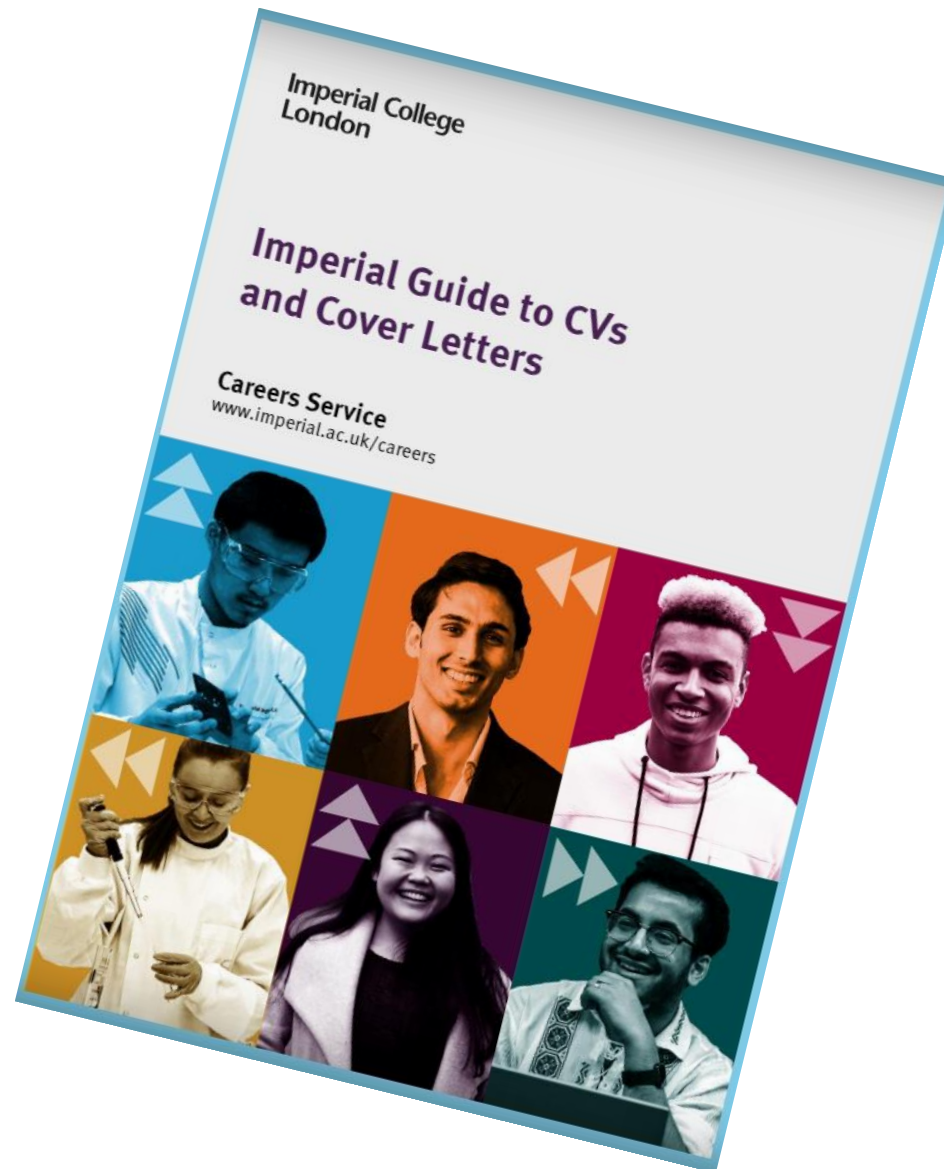
### IT AND LANGUAGE SKILLS

- Proficient in Microsoft Office applications
- Coding in MATLAB
- CAD and solid modelling in Solidworks
- Advanced French

### INTERESTS AND ACHIEVEMENTS

- 1<sup>st</sup> 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.
- 1<sup>st</sup> 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](mailto:internship.unit@imperial.ac.uk)



**Type your questions in the chat**





Imperial College  
London

# 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



Your success. Our goal.

Careers Service

[www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)



@ic\_careers



/imperialcareerevents



@imperialcareers

