

## Influencing Internship Switchback

£6,980 (£1,995 before tax per month FT – Pro rata for PT option) | Contract | 3.5 months full time option | Up to 9 months part time – multiple part time options considered

London - Spitalfields – **Deadline: Monday 15 April 10am**



**“I don’t know where I’d be without Switchback. They restored a lot of things. My faith, my trust, my mentality. You’re allowed to open up at a rate that works for you. You’re a person, not a plan.”**  
Michael, chef and former Switchback Trainee

**JOIN OUR TEAM!**

[switchback.org.uk](https://switchback.org.uk) | [@switchback\\_ldn](https://twitter.com/switchback_ldn)

## KEY DETAILS TO CONSIDER

<b>Job title</b>	<b>Influencing Intern</b>
<b>Payment</b>	£6,980 (£1,995 before tax per month FT – Pro rata for PT option)
<b>Hours</b>	<b>Multiple options for full time and part time considered.</b>
<b>Contract</b>	<b>3.5 month full time OR 4.5 months 4 days per week OR 6 months 3 days per week OR 9 months at 2 days per week – we want you to choose what is financially accessible for you and for you to choose what may work best around other work, education or training opportunities. Hours = 9am – 5pm (incl lunch)</b>
<b>Location</b>	London (Spitalfields E1). To provide the most supportive environment for you to develop and learn, we would want you to be in the office for this internship – so consider travel costs (which we may be able to support with if this is a barrier).
<b>Supported by</b>	<b>Lead contact = Head of Influencing   You will also be supported by Policy and Public Affairs Manager + Communications and Campaigns Manager + Participation Coordinator</b>
<b>Start date</b>	13/05/24 – But TBC with you
<b>About the role:</b>	<b>This opportunity has been designed around what Switchback can do for you, instead of what you can do for Switchback.</b> We are looking for someone with lived experience of the criminal justice system who is excited about using their journey to create change in the system. You do not need any prior experience in policy or communications for this role, just enthusiasm and excitement. It is also important that you can demonstrate a commitment to learning something new. It would be a great opportunity for someone who wants to start a policy or communications career but not necessary. You will have a chance to be part of our office environment and learn and engage with many different parts and people at our organisation.



## WHAT WE CAN OFFER YOU

### What you'll do, discover and learn

- You will gain experience in charity marketing, communications, policy, advocacy and public affairs by integrating and working alongside Switchback's Influencing Team. You will be supporting on different, projects, events and communications. You do not need any prior experience of these, just being curious about learning these skills.
- You will gain experience in policy shaping and government influencing (making change using the current systems in place) – joining meetings with members of the influencing team, attending parliamentary discussions, meetings with decision-makers and other organisations who are pushing for change in the justice system.
- You will develop skills in analysing and organising evidence. You will support the Public Affairs and Policy Lead to collect and organise evidence from Switchback Trainees, Mentors and other sources.
- You will organise the participation of members of our Experts by Experience Board in influencing opportunities (Media interviews, Meetings with Politicians, Workshops with officials).
- You will gain experience in monitoring the news and events in parliament for stories and events, your work will make sure the whole influencing team is up to date on the latest issues and trends.
- You will gain experience in digital marketing and communications by supporting our social media and digital content creation.

### Who you are

- You are passionate about changing the justice system for the better.
- You have personal lived experience of the Criminal Justice System (essential).
- You have been a Switchback Trainee (desirable) .
- You have good communication skills in all forms.
- You are organised and can learn to manage tasks and responsibilities independently.
- You are bold and creative.
- You are interested in learning and developing new skills.
- You enjoy working in a team.
- You do NOT need any previous office experience or qualifications. Just excitement to get stuck in!

## HOW TO APPLY

### How to apply

To apply, please email the following to [jobs@switchback.org.uk](mailto:jobs@switchback.org.uk) with the subject: INFLUENCING INTERNSHIP

1. A **cover letter (max 700 words)** telling us: (a) What makes you perfect for this opportunity? and (b) Why are you passionate about changing the criminal justice/ prison system?
2. **Please let us know which full time or part time option you are hoping to undertake with us. Email [jobs@switchback.org.uk](mailto:jobs@switchback.org.uk) if you need more information on this.**
3. A completed **equalities form [available here](#)** (this is optional but will help support our equalities monitoring, and will be treated anonymously and separated from your application entirely).

If you'd like an informal and strictly private conversation about the role, please email [jobs@switchback.org.uk](mailto:jobs@switchback.org.uk) and we can answer your questions and support your application. Please do get in touch if you need technical support applying.

### Deadline

**10am on Mon 15th April**

### Interview

**Monday 22 April**

