



# Youth to Work Programme

## Dear Applicant,

Welcome to the **Youth to Work** Junior Associate application form. The programme seeks to recruit 60 unemployed young and enthusiastic professionals aged 21-30 and 21-35 for People with Disabilities who are looking for an opportunity to learn new business and consultancy skills and apply them in a real business environment as Junior Associates.

## What is the Youth to Work programme?

Youth to Work is the flagship employability programme within Futuremakers by Standard Chartered, the Bank's global initiative to tackle inequality and promote greater economic inclusion for young people in local communities. The programme is funded by the Standard Chartered Foundation (SCF) and delivered by Challenges Worldwide to support young professionals become catalysts for positive change in business and community across Kampala.

The objective of the Youth to Work programme is to position and equip young people with skills and opportunities to create economic and employment changes across the economy for sustainable and measurable impact.

The Junior Associates will be trained in key accredited business, consultancy and employability skills and will be placed in small and growing businesses (SGBs) to provide on-site business development, growth, and resilience support co-created with the enterprise top management. In addition, young people will be equipped with key skills for employment and/or entrepreneurship that will be used to support the wider ecosystem, other young people, and their communities.

Junior Associates will undertake a 5-month consultancy placement in an SGB, where they will:

- Assess the enterprise's strengths and areas for development
- Develop an action plan to help the enterprise to improve, and develop their resilience.
- Work closely with the leadership team to deliver the action plan
- Facilitate network strengthening activities which improve the SGBs partnerships, communication and opportunities.
- Deliver key entrepreneurship and employment readiness workshops to other youth and university students across Kampala

As a Youth to Work Junior Associate, you will be provided with:

- Comprehensive training programme in professional consulting and business improvement skills, using Chartered Management Institute learning modules.
- Ongoing training and continual professional development support from Challenges during your enterprise placement
- Access to best-practice resources to guide you on placement.
- An unprecedented opportunity to gain valuable insight into all areas of an enterprise and work alongside their senior management team to develop an action plan



- An opportunity to develop your current skill set with the view to improving your employability after the programme.
- The opportunity to complete an internationally-recognised Chartered Management Institute Level 5 professional qualification to accredit your new skills after successful completion of the programme.
- A monthly stipend to cover expenses related to your placement.

## Application Requirements

The following eligibility criteria apply to all young professionals seeking to participate in the programme.

- Be 21-30 years of age or (21-35 for persons with disability).
- Hold a relevant university degree **OR** have a sound understanding of finance for business, demonstrated through previous work experience
- Interest in small business development and entrepreneurship
- Excellent communication, critical thinking and problem-solving skills
- Competent in the use of Microsoft Office packages especially Excel and Word).
- Previous internships and voluntary work experience are an added advantage
- Ability to travel to training and work placement in Kampala. (successful candidates based outside Kampala will have to find accommodation within Kampala at own cost)
- Ability to commit to a 5-month full-time placement (June – October 2021) and 2-week training
- Must be fluent in both written and verbal English.

Should you meet the criteria stated, you will compete for an invitation to an assessment day where you will be assessed under the following competencies:

- Communication
- Critical thinking
- Understanding the bigger picture
- Planning and managing work
- Managing relationships

### PLEASE NOTE

If selected, you will be expected to:

- Travel to and from the business placement location as well as the training place
- Commit 100% of your time during the placement.
- You will be held to a code of conduct throughout the programme placement, which will be made available to you upon final selection.

\*\* The Youth to Work programme is an inclusive and equal opportunity programme. Female candidates and persons with disability are encouraged to apply. At no stage of the application process will candidates be required to pay any fees. The placement is not a paid position, although a small stipend is offered to help with expenses during the 5-month placement.



## Application Form

Complete this below form and return it to [youthtowork@thechallengesgroup.com](mailto:youthtowork@thechallengesgroup.com) by midnight on **19<sup>th</sup> April 2021**. Please ensure that before filling this form, you have read the programme information or visited our website at [thechallengesgroup.com/youthtowork/](http://thechallengesgroup.com/youthtowork/) for more information.

Answer all questions to the best of your knowledge, incomplete forms will not be considered. Please attach your CV (2 pages maximum) and any relevant academic documents to this application when submitting. Rename all documents submitted with your full name.

### Personal details

Title: (Mr./Ms./Mrs.etc.)				
First name:				
Last Name:				
Email Address:				
Date of Birth:(dd/mm/yyyy)	Click or tap to enter a date.			
Nationality:				
Physical Address: (you must commit to living in/around Kampala during the programme)				
Gender:	<input type="checkbox"/>	<b>Female</b>	<input type="checkbox"/>	<b>Male</b>
Telephone Number(s):	<b>1.</b>		<b>2.</b>	

### Availability

The programme is 5-months long and requires full-time commitment 5 days a week. Are you available from **June to October 2021** to take part in the Youth to Work programme?  Yes  No

### What is your current occupation?

Please let us know what you are doing now, we value equal opportunities, and strongly encourage applications from unemployed young people. (highlight or check the box(es) that applies to you. select no more than two options.)

- |   |   |
|---|---|
| <input type="checkbox"/> Studying full-time | <input type="checkbox"/> Studying part-time |
| <input type="checkbox"/> Working full-time  | <input type="checkbox"/> Working part-time  |
| <input type="checkbox"/> Volunteering       | <input type="checkbox"/> Training           |
| <input type="checkbox"/> Unemployed         | <input type="checkbox"/> On an internship   |
| <input type="checkbox"/> Other (specify):   |   |



## How did you find out about the programme?

- |   |  |
|---|--|
| <input type="checkbox"/> Social media               | <input type="checkbox"/> Light for the World                 |
| <input type="checkbox"/> Challenges' Website        | <input type="checkbox"/> University Alumni Network (specify) |
| <input type="checkbox"/> Standard Chartered Website | <input type="checkbox"/> Youth Association (specify)         |
| <input type="checkbox"/> Other (specify): _____     |  |

## Education

Please provide details of your educational background and any training or qualifications you have received listing them from the most recent. *(add more rows if required. Please do not include primary school)*

Qualification or course	Institution	Year completed	Grade achieved (if applicable)

## About you

Please answer the following questions to give us further understanding about your interest in, and suitability for, the programme.

**Please describe your previous or most recent work or voluntary positions and highlight how they might be relevant to the Youth to Work program.**(200-300 words)

**Why do you want to take part in the Youth to Work programme?**(150-200 Words)



**Why do you think you should be selected for the Youth to Work programme?**(150-200 Words)

(We are interested in any motivations or particular skills or interests that you might like to develop).

**Listed below are some aspects of the Youth to Work Programme. Please select which of them you think you would find the hardest and explain why.**(50-100 Words)

- Conducting Business Analysis
- Identifying recommendations
- Running training events
- Implementing recommendations with business owners
- Ecosystem support strengthening Activities

**If you were selected for the Youth to Work programme what would your ambitions be on completion?** (150-200 Words)



## Disability / Additional Requirements

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Challenges Worldwide and Standard Chartered are committed to increasing the participation of young people of all abilities in the programme and are working to ensure that we are welcoming and inclusive. Do you have a health issue or impairment that might need some additional support (e.g. specific disability)? If you have any special dietary requirements please also specify below.

 Yes

 No

If yes, please tell us what we can do to make sure you can play a full part in Youth to Work, including assessment day. Also

## References

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Please give the name and addresses of two referees. One must know you in a professional capacity (e.g. former employer, lecturer, internship supervisor). The second should be someone who has known you well for at least two years and can speak to your true character. Please note references from personal friends or relatives are not accepted.

<b>Name</b>		<b>Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Organisation</b>		<b>Organisation</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Telephone</b>		<b>Telephone</b>	
<b>Email</b>		<b>Email</b>	



## Declaration

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Signing this declaration does not commit you to take part in the programme. It shows that the information you have provided is correct and that you would like to be considered for the next level in the selection process.

I confirm that the details given in this form are correct and understand that any false information may result in me being ineligible for the programme. Digital applications may have typed signatures as applicant's initials.

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**Signature**

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**Date**

(dd/mm/yyyy)

Challenges Worldwide will store and process your data in accordance with the requirements of its Data Protection Policy and in keeping with the relevant data protection practices (GDPR). Challenges Worldwide may use your details to send you further information relating to their work.

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