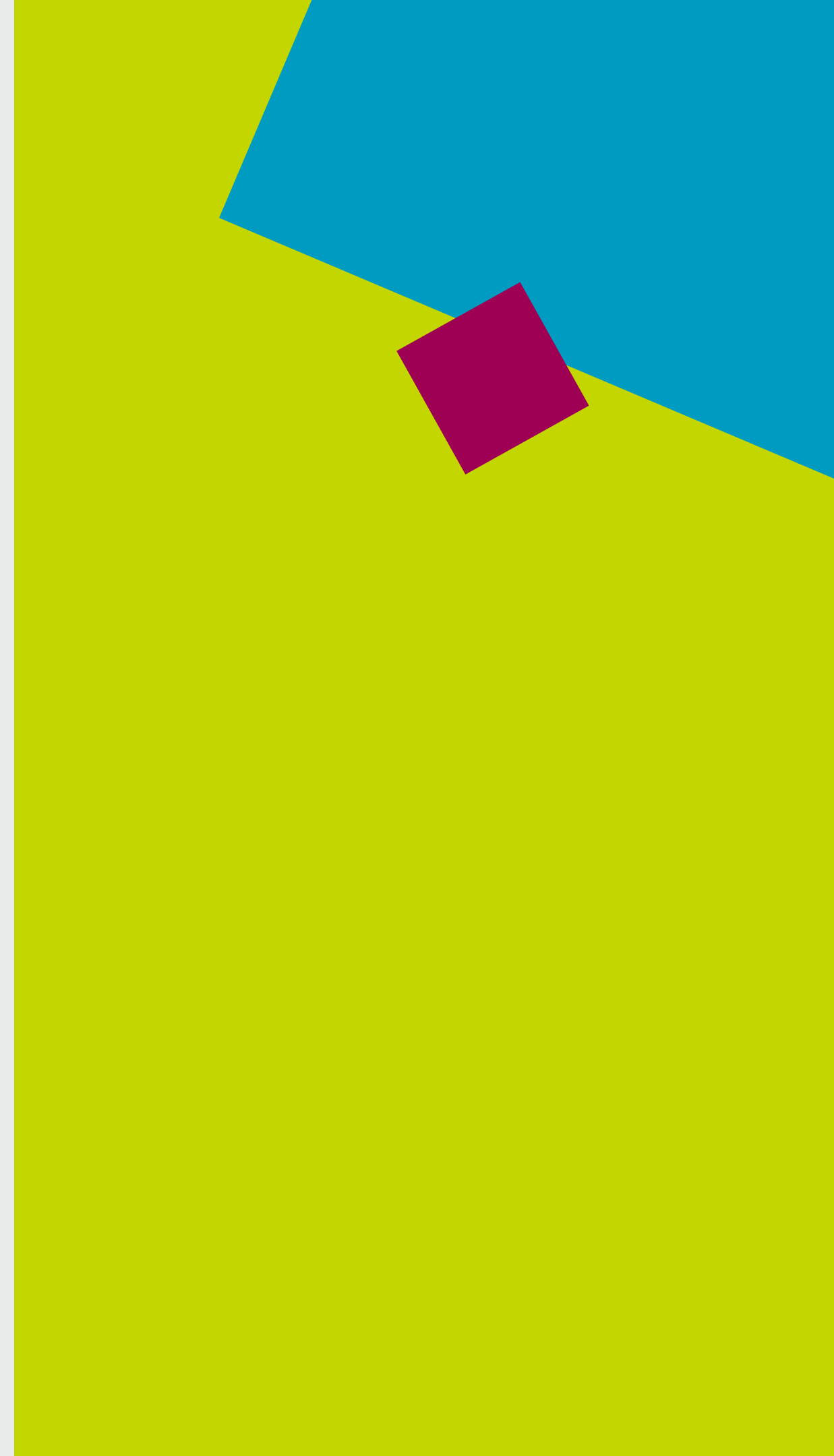




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# The Mitchell Family Internship Programme





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# About the Programme







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# Introducing the Mitchell Family Internships

The Mitchell Charitable Trust has made a donation to LSE to create an internship that aims to impact social change, where access to opportunities is based on talent and potential, not on socio-economic or ethnic background.

The Mitchell Family Internship allows LSE to help groups that are underrepresented\* in Higher Education, gain valuable experience to enhance their career opportunities.

\* students who have been recipients of free school meals; are care experienced; have caring responsibilities; are LSE bursary holders; are the first in their family to attend university *and* have attended a UK state school; are UK domiciled students from Black African, Black Caribbean and Pakistani backgrounds.

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## Programme Mission

- The Programme will seek to engage employers, alumni and external organisations who **wish to work actively towards increasing equality in the workplace**, and create opportunities with employers and organisations **committed to social change**.
- It aims to support students by **reducing barriers to entry** and the **development of skills** required to build and maintain fulfilling careers, explore career options, and build their overall confidence.



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## Why host an LSE intern?

- **Fresh perspectives and creativity:** Interns bring a fresh pair of eyes to your projects, offering new ideas and creative solutions that can drive innovative approaches to challenges.
- **Dedicated focus on key projects:** Hosting an intern provides additional support, allowing your team to dedicate more time to projects that may have been delayed due to time or resource constraints.
- **Grow future talent:** Through this program, many students have gone on to secure permanent full-time roles with their host organisations. By participating, you'll be able to identify and nurture talent, all while ensuring interns are paid a living wage for their contributions.
- **Boost your employer brand:** Interns act as ambassadors for your brand, culture, and values during and after their internship. By offering internships, you can showcase your commitment to education and social responsibility, strengthening your employer reputation.

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# Programme overview







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## Summary

- Students complete a 140-hour internship, over a minimum of 4 weeks
- Based in a UK SME\* / Charity / public sector organisation
- Can be completed between 23 June and 31 July 2025
- Funded by LSE at a rate equivalent to London Living Wage (£13.85/hr)

\*an SME is any organisation that has fewer than 250 employees and a turnover of less than €50 million or a balance sheet total less than €43 million.



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# Logistics

## Where?

- Internships can take place in-person in the UK or in a hybrid fashion. Remote opportunities can also be accommodated.

## When?

- The 140-hour internship can start from 23 June 2025 and we encourage that it is ideally completed by 31 July 2025.
- The internships can be full time (i.e. 35 hours per week for 4 weeks) or 6 weeks part-time. Where possible, we'd encourage flexibility in discussing working arrangements and internship dates that would suit both you and the intern.





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# The internship





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# Internship opportunity

- Internships should enable the intern to **take ownership** of a piece of work or project.
- Opportunity to complete or **work towards a deliverable** is also recommended (e.g. a report, presentation, research document etc.)
- Students can **support with key tasks** required by the organisation.
- Where feasible, opportunities to **gain insight into an organisation's different activities** further supports interns deepen their understanding about the industry/sector.





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# Supervision and support

- **Interns must be supervised** by a named individual from whom the intern can receive support and direction, and contact if issues arise. We recommend regular check-ins are scheduled with the intern to ensure they are supported during their internship.
- For some students, this may be their first time undertaking graduate level work experience. Depending on availability and feasibility, **assigning a work-buddy or mentor** to the intern can help enhance their experience and help them navigate their internship more comfortably.



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# Funding







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## **If you are a UK charity / not-for-profit / public sector organisation**

- LSE will pay a bursary directly to the intern that is equivalent to London Living Wage (£13.85 per hour) for up to 140 hours (i.e. a maximum of £1939).
- The bursary will be paid to the intern on a weekly basis. To facilitate this, we require the intern emails LSE Careers a copy of their timesheet (which should be signed by you, the host organisation) every Thursday morning for the duration of their internship.



## If you are a UK SME

- You will need to enrol the intern on your payroll system and pay them at the end of each week for the hours they have worked.
- LSE will pay you a Grant equivalent to the London Living Wage for the duration of the internship (i.e. £13.85 per hour worked for up to 140 hours). This will be paid to you upon receipt of your invoice following the completion of the internship.
- Please note that the Grant provided by LSE will not cover any out-of-pocket expenses – e.g. National Insurance contributions, PAYE, travel for work and equipment costs. It is expected that the Employer will cover these costs.





# Programme Timeline

<b>Nov 2024– 10 Feb 2025</b>	Organisations have 3 months to apply. LSE Careers review applications on a rolling basis and notify you of your application outcome.  <b>Early application would be much appreciated</b> to support our planning timelines.
<b>17 Feb – 13 March 2025</b>	Students apply to your opportunity.
<b>by 18 March 2025</b>	You are sent student applications.
<b>18 March – 7 April 2025</b>	You have 14 working days to review applications and conduct interviews.
<b>by 4pm, 7 April 2025</b>	You notify LSE Careers of your application outcomes.
<b>7 April – 9 May 2025</b>	LSE Careers process your outcomes and facilitate signing of a contract between you, LSE and the intern.
<b>23 June – 25 July 2025</b>	Internships can be completed.



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# Hear from participating organisations

"Participating in the Mitchell Family Internship Programme was an amazing experience for the Policy and Strategy team. It was an absolute pleasure hosting the intern - who made a huge impact during their short time with us. We were especially impressed by the quality of the candidates and the ongoing support from LSE throughout the internship."

- Haringey Council (2024)

"The internship was very useful for us. It gave us an opportunity to deliver some projects with the support of the interns. The quality of the applicants was excellent, and I would definitely consider it again in the future. We've engaged with various programmes through LSE, and all candidates and interns have been amazing."

- The Social Change Nest (2024)

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## Hear from our students

"I would 100% recommend this programme to anyone, regardless of the degree to which they've begun, to think about their career. LSE Careers provides so much support throughout the entire process, ensuring there's never a point in time where help is unavailable, making this programme incredibly valuable. I learnt a lot not only from the internship itself, but also throughout the application process as well, even receiving feedback on my interviews which was very helpful!"

- BSc in Politics and Economics, First Year (2024)

"This opportunity was fundamental in expanding my knowledge on the career prospects available to me. I strongly recommend anyone who is unsure how to go about finding an internship to utilise this program, not only because the range of choice but because of the constant access to support."

- BSc in International Social and Public Policy with Politics, First Year (2024)

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## Ready to get involved?

- 1 Get in touch to express your interest and discuss any questions
- 2 Register your company on our online platform, [LSE CareerHub](#)
- 3 Complete your [application form](#)
- 4 Select and interview amazing candidates
- 5 Induct your successful intern

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# Submit your application

1. Please register **your organisation onto our LSE CareerHub platform**: [Click here to create an account](#) (if you already have a user account on our CareerHub platform, please move straight to step 2)
  - Enter your email address and set up your password, you will be sent an email to verify your email address. Once verified, you will have the option to 'register new organisation'
  - If you don't have a user account but your organisation already has a company account on our CareerHub platform, you will be notified of this once you have entered your organisation name. You can then add yourself as a new contact by selecting the 'request access' option.
2. Complete an **MFIP registration form**
  1. You will be asked to complete a data sharing agreement to confirm that student personal data will only be kept for the length of time necessary to perform the processing for which it was collected.



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## Get in touch

If you'd be interested in the Programme or have any questions, please contact the

Work-Based Learning Officer,  
Sari Selvakumar  
([s.selvakumar@lse.ac.uk](mailto:s.selvakumar@lse.ac.uk))

or the Work-Based Learning Team  
([careers.internships@lse.ac.uk](mailto:careers.internships@lse.ac.uk))



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