

## Policy and Engagement Intern

Join us at Deafblind UK

Thomas Pocklington Trust (TPT) and RNIB are collaborating with organisations from both the sight loss and wider charity sector as well as corporate organisations to create new opportunities for blind and partially sighted people to find employment through the Get Set Progress (GSP) Internship programme. Deafblind UK is delighted to be offering an internship as part of the Get Set Progress scheme.

### About Deafblind UK

At Deafblind UK we want everyone living with deafblindness to receive the personalised and specialised services they need, at every stage of their life.

### Our Values

**Communication** - We will always endeavour to communicate with people using their preferred language or method. We will communicate frequently, be open and honest and ensure the message we are communicating is clear, concise and will not cause offence.

**Excellence** - We will do our very best in all we undertake. We will work collaboratively and take responsibility for the outcomes. We will aim to inspire, take a pride in what we do and deliver our services efficiently and effectively.

**Person centred** - We will listen to the people we support and deliver services that best meet their individual needs and empower them to live

the lives they choose. We will treat everyone with dignity and compassion.

**Respect** - We respect people for who they are and for their knowledge, skills and experience as individuals and team members. We will respect each other's views and opinions, and when necessary, challenge constructively, positively and politely.

## Job description

**Role:** Policy and Engagement Intern

**Department:** Marketing and Communications

**Reporting to:** Head of Marketing and Communications

**Location:** Queen Square, London, WC1N

**Salary:** Based on the Real Living Wage

**Contract type:** Full time, 37.5 hours per week. Fixed Term, 9-month contract

### Purpose of the role:

The Policy and Engagement Intern will support Deafblind UK's work to raise awareness of deafblindness among key audiences, including policymakers, stakeholders and partner organisations..

Working in the Marketing and Communication team and alongside colleagues across the organisation, the intern will gain hands-on experience in policy research, communications, stakeholder engagement and campaigning.

This role is ideal for a student, recent graduate or someone seeking experience in the charity sector who has an interest in public policy, research and communications. The internship offers an opportunity to develop practical skills while contributing to work that helps improve the lives of people living with dual sensory loss

## Main responsibilities:

### Monitoring and Research

- Monitor daily news and parliamentary reporting to identify news stories, debates, policy developments, etc with potential links to the work of Deafblind UK or the interest of our wider community.
- Identify opportunities for Deafblind UK to feed into Governmental information gathering, such as calls for evidence, consultations, etc.
- Prepare bulletins and internal communications updates to update and align Deafblind UK teams on latest developments in news or policy landscape.
- Support the Marketing & Communications team by undertaking desk research into topics such as health and social care, technology, education and transport.
- Assist with research projects using a range of methods, including literature reviews, social media monitoring, stakeholder interviews and other evidence-gathering approaches.
- Support the preparation of briefing notes, research summaries and evidence reports.

### Content & Campaigns

- Support the creation and drafting of content for digital, print and social media channels
- Help develop case studies and human-interest stories that bring Deafblind UK's work and impact to life
- Keep up to date with best practice for accessible communications, helping to formalise organisation-wide practices

### Internal Collaboration

- Build positive and collaborative working relationships across the organisation.
- Assist with the preparation of briefing materials for senior leaders and stakeholders

- Support colleagues with communications requests in a responsive and organised way
- Attend meetings with our community advisory group/s in order to ensure both policy research and lived experience inform our communications approaches and wider work
- Support colleagues in facilitating opportunities for people with deafblindness to contribute to research, consultations and engagement activities.
- Contribute to internal communications that keep staff and volunteers informed, connected and engaged
- Work collaboratively with colleagues to identify and share impactful stories/case studies from their own work and organisational updates

## Person specification

### Essential criteria - Important information:

- This role has a Genuine Occupational Requirement that the successful applicant be a person who is blind or partially sighted, in line with The Equality Act 2010.
- Interns need to be able to travel to the TPT Hub in London for development events throughout the course of the internship programme (costs covered by TPT).
- Having **not** previously undertaken the Get Set Progress internship programme.
- Successful applicants must have the Right to Work in the UK for the duration of the Internship. Sponsorship will not be provided.

### Essential personal specifications

- Interest in public policy, communications, research or social impact
- Confidence using Microsoft Office and online research tools
- Good organisational skills and attention to detail
- Understanding of digital and social media platforms

- Ability to manage multiple projects and competing priorities effectively
- Strong organisational skills and the ability to work independently as well as collaboratively
- Positive relationship-building skills and the ability to work effectively with colleagues across different teams
- Understanding of accessible communications and inclusive content best practice
- Commitment to equality, inclusion and the mission and values of Deafblind UK

### Desirable personal specifications

- Experience working within the charity or not-for-profit sector
- Experience creating engaging content across digital channels including social media, websites and email marketing
- Basic design or video editing experience using Adobe Creative Suite, Canva or similar tools
- Experience supporting media relations or PR activity
- Experience contributing to internal communications or staff engagement activity
- Knowledge of UK public policy or political processes

### Personal Attributes

- Curious, passionate about information and fact-finding, with a drive to deepen individual understanding to later deepen others' understanding of the issues facing the deafblind community
- Creative, proactive and adaptable, with a positive approach to problem-solving
- Collaborative and supportive, with a willingness to work as part of a small and busy team
- Passionate about inclusive communications and making a positive difference through storytelling and engagement

## Closing date:

03 August 2026 (23.59)

## How to apply

Please send a CV and cover letter detailing how you fit the 'Personal Attributes' to [marcoms@deafblind.org.uk](mailto:marcoms@deafblind.org.uk) before the closing date and time, above.

As this role forms part of the Get Set Progress Internship Programme, we will share your name and email address with Thomas Pocklington Trust (TPT). This enables TPT to monitor participation in the Programme, confirm eligibility having not previously taken part and where appropriate, to offer employment support services to applicants who are unsuccessful. We process and share this information in accordance with UK GDPR and our recruitment privacy notice.

## What are the benefits of a Get Set Progress internship for me?

As part of your 9-month internship, you will be part of a large cohort of fellow interns and gain the following:

- Obtain valuable work experience within the charity sector
- Technology support (Including Microsoft Office) and upskilling opportunities
- Online and in-person Training and development opportunities
- Opportunity to present and network with Senior leaders within the Sight Loss Sector
- Opportunities to build relationships with fellow interns
- A personal mentor offering support, advice and guidance throughout your internship
- Help deliver positive changes for people with sight loss

# Works For Me

employment programme

As part of the GSP Internship programme, you will also be enrolled on the TPT **Works For Me Employment Programme**, where you will gain bespoke employment support, guidance and advice from the TPT Employment Team, some of the skills that you will receive support and guidance around include:

- CV writing
- Job searching
- Cover letter and speculative letter writing
- Application form writing
- Interview techniques



Thomas Pocklington Trust (TPT) is a charity established to provide services for visually impaired people: our mission is to improve the lives of people living with sight loss.

TPT is registered with the Disability Confident Scheme as a Disability Confident employer. Therefore, we believe in treating all employees fairly and we are committed to recruiting equally. TPT's charitable objective and aim is to support visually impaired individuals back into work. For this reason, we are actively seeking applications from all backgrounds including disabled/visually impaired individuals and people who have lived experience of sight loss. We also guarantee all disabled applicants that reach the minimum appointment criteria an interview. We are happy to accept applications from all suitably qualified people who

have the appropriate skills and talent regardless of their age, gender, race, religion, disability, sexual orientation or marital status.

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