



Job Description: Policy and Public Affairs Internship

Duration: 6 months

Salary: London Living Wage (currently £13.85 per hour)

Type of contract: Part-time (16-24 hours per week)

Location: Kings Cross, London (Hybrid with a minimum of 2 days per week in the office)

About Bright Futures UK

Bright Futures UK supports young individuals aged 5-24 facing long-term illnesses by filling their educational gaps and fostering personal growth. Through customized programs like one-on-one tutoring, befriending, mentoring, and skill-based workshops, we empower these young people to reach their full potential despite their medical challenges. We're committed to their academic, social, and emotional development, supported by our skilled and compassionate team. Help us make a lasting difference in the lives of these deserving individuals.

Role Overview

We're developing our strategy so that we can shape the policy decisions that impact the lives of the people we support through our programmes. We're looking for a Policy and Public Affairs Intern to join us for 6 months to help us to deliver this new element of our strategy. Therefore, this internship will provide the intern with a unique opportunity to gain hands-on experience in developing and shaping our policy positions and our plans for engaging with stakeholders to influence decision-making processes. Your key responsibilities will include:

- **Policy Research:** Conduct research on relevant policy issues, legislation, and regulatory developments.
- **Briefings and Reports:** Prepare briefing documents, policy papers, and reports to inform internal and external stakeholders.
- **Stakeholder Engagement:** Support the planning and coordination of meetings with policymakers.
- **Monitoring:** Track developments in key policy areas and provide regular updates to the team.
- **Communications:** Draft content for newsletters, social media, and press releases.

About you

We're seeking a proactive, organised, and approachable individual who is passionate about making a significant impact:

- **Politically aware:** A demonstrable interest in politics and policy influencing.
- **Project Management Skills:** You are organised, meet deadlines, and manage projects with high attention to detail.
- **Communication Skills:** You possess outstanding verbal and written communication skills.



- Mission-Driven: You share our commitment to supporting young people with long-term illnesses.

How to apply:

Send your response to the following three questions, along with your CV, to rebecca@ihaveavoice.org.uk. If you'd like an informal conversation before applying, or any support with your application, then don't hesitate to get in touch.

1. Why are you interested in this role at Bright Futures UK? (approx. 200 words)
2. Tell us about a time you had to manage several competing demands or deadlines. (approx. 200 words)
3. Bright Futures is committed to being a service for everyone, ensuring that we reach not only those with the means to access our support but also those who face significant barriers, particularly in underserved or harder-to-reach areas. What outreach strategy would you propose to ensure our services remain fully inclusive and effectively reach young people struggling with illness in education, especially in communities where access to resources may be limited? (approx. 250 words)