

Research Assistant Intern

Thomas Pocklington Trust is a charity committed to increasing awareness and understanding of the needs of people with sight loss and to developing and implementing services which meet their needs and improve lives.

In short, we exist for people with sight loss.

Our values

- **Making a difference:** the lives of people with visual impairments are better because of what we do.
- **Working in partnership:** we work collaboratively together and with all our partners and stakeholders.
- **Respect:** we treat people the way we would like to be treated.
- **Quality:** we set clear goals and high standards and work efficiently and effectively to achieve them.
- **Participation:** we place the participation of blind and partially sighted people at the heart of everything we do.

Thomas Pocklington Trust aims to be a fulfilling and enjoyable place to work; we know this enthusiasm plays a key role in delivering high quality services to our service users, we also recognise the crucial role each and every one of us plays in helping to achieve our goals.

We are currently looking to provide internship opportunities to individuals with visual impairments who are seeking work experience. We aim to inspire and enable people to pursue their chosen careers and dreams. Our experience of interns is overwhelmingly positive. They help us achieve our goal of delivering a positive change for people with sight loss. While it offers interns a chance to gain insights into different careers, enhance their skills and their chances of future employment.

This may be the role for you if you wish to:

- Improve your confidence.
- Learn and develop skills.
- Deliver positive changes for people with sight loss.
- Gain further employment.
- Gain experience working within the charity sector.

What will I do?

Research Assistant – England Vision Strategy

- To be responsible for specified research and development tasks in support of projects commissioned or carried out by the EVS team.
- To be responsible for defined elements of research and development projects, as directed by the Head of England Vision Strategy and the member of staff leading the project.
- To take part in meetings and events related to EVS projects and initiatives – internally with other Pocklington teams and departments and externally with project partners and other stakeholders.

Main duties:

- To carry out research and development tasks that will include but will not be limited to: web searches; collation of information; data collection (various methods); data input and analysis; interpretation of results; planning and writing reports.
- To work on a single project or on two or more projects simultaneously, depending on the scale and type of project, and to work across a range of themes and topics included within the priorities of the team.
- To attend internal and external training and professional development courses in order to acquire or develop particular research skills or

knowledge of specific issues and subject areas of interest to the team.

- To contribute to internal and external events and present research findings on specific projects, with colleagues, at meetings, workshops and conference sessions.
- To play an active part in team meetings and work co-operatively to ensure the delivery of a professional service and to promote effective team and organisational working.

To undertake other duties as may reasonably be required, taking account of the nature and scope of the position.

Where will I be?

You will be based at our Head Office; Entrance D, Tavistock House South, Tavistock Square, London, WC1H9LG

Entry Requirements

- 16 and over
- Right to work in UK
- GCSE or equivalent

What are the skills required for an internship?

- Communication
- Planning and organising
- Punctuality
- Initiative
- Adaptability
- Teamwork

What are the working hours?

- 36 hours per week
- 9am – 5pm (can be flexible and negotiable)
- 45 minute lunch break

How long is the internship?

Typically between 3-6 months.

Will I be paid?

We pay interns £9.40 in line with the national living wage.

What are the benefits for me?

- A mentor offering support, advice and guidance throughout your internship.
- Meet and shadow colleagues from a range of careers and roles.
- Training.
- Gain valuable work experience.

What happens after my internship?

We believe an internship can be a useful stepping-stone in your career. We tailor the internship to help you along your chosen career path and offer you support throughout to help plan your next steps.


How do I apply?

Complete an internship application form and email to the People Development Team at people@pocklington-trust.org.uk.

Further information

 www.pocklington-trust.org.uk

 people@pocklington-trust.org.uk

 020 8995 0880