



Time to Help
www.timetohelp.org.uk

This document outlines the types of internship placements we can accommodate, the responsibilities interns may undertake, the qualities and skills we would appreciate

1. Policy & Governance

Overview

Suited for individuals interested in organisational development, governance, compliance, safeguarding, and operational improvement.

The intern will help review existing policies, identify areas for improvement, research best practices, and support the development of new policies where beneficial.

Example Responsibilities

- Review current organisational policies and procedures
- Identify outdated, missing, or inconsistent policies
- Research legal, regulatory, and sector best practices
- Draft new policies for internal review
- Recommend improvements to governance processes
- Support document formatting and version control
- Assist with compliance and audit preparation
- Help ensure policies align with organisational values and operational practices

What We Look For

- Strong written communication skills
- Attention to detail
- Research and analytical ability
- Ability to work independently
- Professionalism and confidentiality
- Interest in governance, compliance, or organisational strategy

Relevant Degree Subjects

- Law
- Public Policy
- Business Management
- Human Resources

- Governance & Compliance
- Social Policy
- International Relations
- Nonprofit Management

2. Content Creation & Communications

Overview

This role supports our communications, outreach, and engagement activities through content development and storytelling.

The intern may help improve website content, create social media material, assist with campaigns, and develop concepts for visual and video content.

Example Responsibilities

- Write and schedule social media content
- Improve website wording and user engagement
- Draft blogs, newsletters, and promotional materials
- Create storyboards and content concepts for videos
- Assist with marketing campaigns and outreach
- Help maintain brand consistency
- Research communication trends and audience engagement strategies
- Support partner organisations with content guidance

What We Look For

- Creative thinking
- Strong writing and communication skills
- Understanding of social media platforms
- Attention to branding and messaging
- Ability to adapt tone for different audiences
- Organised and proactive approach

Relevant Degree Subjects

- Marketing
- Communications
- Journalism
- Media Production
- Digital Marketing
- English
- Graphic Design
- Public Relations
- Film & Television
- Creative Writing

3. Fundraising & Grants Assistant

Overview

This role supports fundraising activities by researching opportunities, assisting with grant applications, and helping maintain fundraising records and communications.

Example Responsibilities

- Research grant and funding opportunities
- Draft sections of funding applications
- Support fundraising campaigns
- Maintain funding trackers and records
- Assist with donor communications
- Research corporate sponsorship opportunities
- Help gather impact data and supporting evidence
- Support reporting requirements for funders

What We Look For

- Strong research skills
- Good written communication
- Organisational skills
- Ability to meet deadlines
- Attention to detail
- Interest in nonprofit sustainability and impact

Relevant Degree Subjects

- Business Management
- Nonprofit Management
- Finance
- Communications
- Public Administration
- International Development
- Economics
- Social Sciences
- Marketing

4. Administration & Systems

Overview

This role focuses on operational administration and system improvement, including support with platforms such as Salesforce and internal processes.

Example Responsibilities

- Support data management and administration tasks
- Assist with Salesforce updates and maintenance
- Recommend process improvements
- Help create workflows and automations
- Support reporting and data organisation
- Assist with onboarding systems and documentation
- Help improve operational efficiency
- Identify opportunities for better use of digital systems

What We Look For

- Strong organisational skills
- Confidence using digital systems
- Problem-solving mindset
- Attention to detail
- Ability to learn software platforms quickly
- Interest in operational improvement

Relevant Degree Subjects

- Business Administration
- Information Systems
- Data Management
- Computer Science
- Operations Management
- Project Management
- Business Technology
- Administration & Management

5. Project Management & Events

Overview

This role supports the coordination and delivery of projects, activities, consultations, and events.

The intern may help organise timelines, coordinate stakeholders, track progress, and support implementation of recommendations from consultations or planning activities.

Example Responsibilities

- Support planning and coordination of projects
- Assist with event logistics and scheduling
- Coordinate communication between stakeholders
- Track project progress and action items
- Support implementation of consultation recommendations
- Prepare meeting notes and documentation
- Help manage timelines and deliverables

- Assist with volunteer or participant coordination

What We Look For

- Strong organisational abilities
- Communication and coordination skills
- Ability to manage multiple tasks
- Initiative and reliability
- Problem-solving mindset
- Team collaboration skills

Relevant Degree Subjects

- Project Management
- Event Management
- Business Management
- Public Administration
- Community Development
- Hospitality Management
- Operations Management
- Leadership & Management

6. Web, App & Digital Solutions

Overview

This role is suited for individuals with an interest in technology, software development, and digital innovation.

Interns may work on practical digital solutions, dashboards, internal systems, apps, or website improvements that support organisational operations and volunteers.

Example Responsibilities

- Develop internal tools or dashboards
- Support website development and improvements
- Assist with app or platform development
- Improve user experience and accessibility
- Create volunteer management tools
- Develop systems for onboarding or compliance tracking
- Recommend digital solutions for operational challenges
- Assist with testing and implementation of new systems

Example Project Ideas

- Volunteer onboarding dashboard
- Document checklist systems
- Internal reporting platforms

- Event management tools
- Automated communication systems
- Resource libraries and portals

What We Look For

- Problem-solving ability
- Technical knowledge
- Creativity and innovation
- Ability to work independently on projects
- Understanding of user experience
- Interest in technology for social impact

Relevant Degree Subjects

- Computer Science
- Software Engineering
- Web Development
- UX/UI Design
- Information Technology
- Data Science
- Cyber Security
- Digital Innovation