

# Get Set Progress

internship programme

## Join us at Angel Eyes NI Services Assistant Internship



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.

### About Angel Eyes NI

Angel Eyes NI is delighted to be the first organisation in Northern Ireland offering an internship as part of the Get Set Progress scheme. Angel Eyes NI successfully recruited and hosted an intern in 2025-2026. Now we are excited to offer the opportunity to another candidate.

Angel Eyes NI is the leading organisation in Northern Ireland supporting children and young people who are blind or partially sighted, and their families. Founded in 2007 by a parent of two visually impaired children, we remain parent-led and driven by the belief that every child should have equal access to the support they need to flourish.

Angel Eyes NI Vision: Children and young people with visual impairment have the opportunities, support and confidence to shape their own futures.



Angel Eyes NI Mission: We work alongside children, young people and families to remove barriers, build confidence, and make sure they can access the support and opportunities they need.

### Values

- Authenticity – we listen and act on lived experience
- Empathy – we understand the real impact on children, young people and families
- Nurture – we build confidence and independence over time
- Integrity – we challenge systems that don't work for children, young people and their families

### Job description

**Role: Services Assistant Intern**

**Department:** Services Team

**Reporting to:** Senior Management Team

**Location:** Belfast

**Salary:** £12.71/hour

**Contract type:** Fixed Term, 9-month contract, **20 hours per week**

Working pattern to be agreed, typically across 4 to 5 days per week, with occasional evening or weekend events, for which time off in lieu will be provided.

Angel Eyes NI is committed to providing reasonable adjustments throughout the recruitment process and internship. Applicants are encouraged to discuss any accessibility requirements with us.

### Job Specification Information

To support and enhance the Services of Angel Eyes NI. This internship is designed specifically for a visually impaired person, offering the chance to build professional experience in a supported and inclusive environment.

**Key areas of responsibility:**

- Support Angel Eyes NI Services including Education, Youth, Family, Training and Fundraising
- Support administration, such as attendance sheets and maintaining the charity CRM
- Support at Angel Eyes NI events
- Support public engagement activities such as information stalls
- Assist with creating social media posts and sharing news about Angel Eyes NI activities.
- Help gather feedback from children, young people and families about the services they receive.
- Support the development of accessible information and resources.
- Contribute ideas and suggestions to help improve services and accessibility.

Throughout the internship, the successful candidate will have opportunities to learn about charity services, advocacy, accessibility, events, communications and the role of lived experience in shaping positive change.

**Personal specification - Essential criteria:**

- This post 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.
- Lived experience of visual impairment
- Having not previously undertaken the Get Set Progress internship programme
- Willingness to travel to the TPT Hub in London for intern development events throughout the course of the internship programme, with costs covered by TPT

**Desirable Skills and Attributes:**

- 5 GCSE's or equivalent
- Strong written and verbal communication skills
- Good organisation and time management

- Ability to work both independently and as part of a team
- A strong commitment to accessibility, inclusion, and the power of lived experience
- Resourceful, motivated, and able to find practical solutions when challenges arise
- Willingness to learn, contribute, and take initiative

**HOW TO APPLY:** Please send your CV and cover letter via email to [kerrie.cartmill@angeleyesni.org](mailto:kerrie.cartmill@angeleyesni.org)

**Closing date:** Monday 20<sup>th</sup> July 2026

**Interviews expected to take place:** Tuesday 28<sup>th</sup> July 2026

**Internships starting:** Monday 5<sup>th</sup> October 2026

## **Works For Me** employment programme

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

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