

Innovation Intern

Job Level	Intern	Kornferry Function	
Directorate	Finance	Function/Service	Central Innovation
Direct Reports	None	Indirect Reports	None
Line Manager Title	Innovation Manager	Budgetary Responsibility	0

Our Leadership Framework defines the leadership standards we want to see at the British Red Cross. It shows what great leadership looks like. Our goal is to create a great workplace and deliver excellent services to our users. [Our Leadership Framework - RedRoom](#), along with [Our values and behaviours - RedRoom](#) and Fundamental Principles, helps everyone understand how the leadership capabilities relate to their role and context.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about [Equity, Diversity & Inclusion \(EDI\) at the British Red Cross - RedRoom](#) here.

Role description:	
Purpose	<p><i>This internship is focused on supporting the design, build, migration, and launch of our new intranet in SharePoint. The role will involve hands-on experience in digital design, content migration, user experience testing, and project coordination. By contributing to this critical project, you'll help create a modern, user-friendly platform that enhances collaboration and engagement across the organisation.</i></p> <p>Learning Opportunities</p> <p>As part of this internship, you will gain:</p> <ul style="list-style-type: none"> • Hands-on experience with SharePoint and intranet design principles. • Exposure to digital transformation projects, learning how large organizations manage change and improve internal communication. • Practical skills in user experience (UX) testing, content design, and project coordination. • Insight into internal engagement strategies, including how to foster collaboration and adoption of new tools. • Networking opportunities with colleagues across different teams and functions. • Experience using collaborative tools like Microsoft Teams, Miro, and project management platforms.
Key Responsibilities	<p>Support the design and build of the new intranet, including:</p> <ul style="list-style-type: none"> • Assisting with content migration from the existing platform to SharePoint. • Helping design and structure pages for optimal usability and accessibility. • Creating and editing content, ensuring clarity and consistency. <p>Contribute to user experience testing and feedback, such as:</p> <ul style="list-style-type: none"> • Coordinating pilot groups and gathering feedback on prototypes. • Synthesizing user insights into actionable recommendations.

	<p>Assist with launch planning and communications, including:</p> <ul style="list-style-type: none"> • Drafting engaging copy for intranet announcements, emails, and guides. • Supporting the creation of visual assets and user guides. <p>Help manage project tasks and timelines, ensuring smooth delivery.</p> <p>Provide general support to the Internal Engagement team, including administrative tasks and coordination.</p> <p>.</p>
Know-how	<p><i>This is an intern role, so we're not expecting extensive experience. We're looking for a motivated, professional, and dynamic individual who is eager to learn, ready to get stuck in, and willing to go the extra mile to help make this project a success.</i></p> <p>Essential Skills & Attributes</p> <ul style="list-style-type: none"> • <i>Curiosity and willingness to learn about digital platforms and user experience design.</i> • <i>Strong communication skills, including the ability to write clear, engaging copy.</i> • <i>Research and synthesis skills for gathering best practices and user feedback.</i> • <i>Organisational and planning skills to help keep tasks on track.</i> • <i>Comfort with digital tools (e.g., Microsoft Office, Teams) and openness to learning SharePoint.</i> • <i>Detail-oriented when creating content or supporting user journeys.</i> <p>Desirable</p> <ul style="list-style-type: none"> • <i>Open-minded and flexible, able to work with colleagues from different teams and adapt to changing priorities</i>
Additional Requirements	<p>This is a remote role, there may be opportunities to travel to London, the Midlands or Scotland for team days or workshops</p> <p>Must be aged 18-25 and able to commit to a full-time internship, from March-June 2026, in line with the funding criteria for this role.</p>

Pre Engagement Checks Highlight bold as required	
DBS- England & Wales	Adult/ Child/ Adult & Child Workforce/ None
PVG- Scotland	Adult/ Child/ Adult & Child/ None
Access NI- Northern Ireland	Vulnerable Adult/ Child/ Vulnerable Adult & Child/ None
Driver Check	Yes/ No
International Roles Only	
International Police Check	Yes/No
International Driving Licence for manual cars	Yes/No

Role Reference		Review Date	
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For this role, we expect high volumes of applications. As such, it may not be practical or appropriate to interview all people living with disabilities that meet the minimum criteria. In this case, we may limit the overall number of interviews offered to both people applying under the disability confident scheme and applications made not under the scheme.

Who is eligible for this role?

This internship is open to young people aged 18-25 who can commit to a full-time placement from March-June 2026, in line with the funding criteria for this role. We believe that a broad range of perspectives and lived experiences strengthens our work and impact.

We particularly welcome applications from people who are underrepresented in our organisation and the wider charity sector - including, but not limited to, people living with disabilities, people from ethnically diverse backgrounds, people with caring responsibilities, and people from diverse socio-economic backgrounds. We value the unique experiences and journeys that each individual brings, so if you're passionate about growing, contributing, and making a meaningful impact, we encourage you to apply.