



## Administration Support Intern

Join us at Herts Vision Loss

Thomas Pocklington Trust (TPT) and RNIB are collaborating with charities in the sight loss sector to create new opportunities for blind and partially sighted people to find employment through the Get Set Progress Internship programme. Herts Vision Loss is delighted to be offering an internship as part of the Get Set Progress scheme.

Our purpose at Herts Vision Loss is to offer friendly support, practical advice, and fun social events to ensure that those living with sight loss can continue to lead independent, fulfilling, and active lives.

### **Job description**

**Role: Administration Support Intern**

**Department: Organisation-wide**

**Reporting to: CEO**

**Location: Hybrid, Welwyn Garden City** Herts Vision Loss office

**Salary: Based on the [Real Living Wage](#)**

**Contract type:** Fixed Term, 9-months, full time –28 hours (4 days) per week.

### **Job purpose: Overview of the role:**

The Administration Intern will be supported to build on existing skills, develop new skills, and gain real life experience working alongside, staff and volunteers. The post is a new role to support the growing needs of the charity and will help to ensure the smooth operation of the services we offer through day-to-day office administration.

**To apply please send your CV and a cover statement to:**

**The Chief Executive Officer, Herts Vision Loss, Welwyn Garden City,**

**Hertfordshire, AL7 1AN. Tel: 0707 324 680. Email: [office@hertsvisionloss.org.uk](mailto:office@hertsvisionloss.org.uk)**