

Summer Intern (Communications & Stakeholder Engagement) – AIRTO (Managed by NZTC)

AIRTO – the Association of Innovation, Research & Technology Organisations – is seeking a Summer Intern to support and streamline communications with member stakeholders. The role will be overseen by AIRTO and delivered under our management contract with the Net Zero Technology Centre (NZTC). This is a hands-on internship focused on reviewing current member communications, proposing practical improvements, and implementing agreed templates and processes to make communications clearer, more consistent, and easier to deliver.

Key information

- **Contract:** Fixed-term summer internship
- **Duration:** [8–12 weeks between July and September 2026]
- **Hours:** [up to 18 hours per week; flexible working considered]
- **Location:** [Aberdeen / hybrid]
- **Salary:** [£13.45 per hour]
- **Start date:** [Flexible - July 2026]

Role purpose

The purpose of this internship is to enhance AIRTO’s communications with member stakeholders by reviewing current approaches, proposing streamlined processes, and implementing agreed templates and workflows. The intern will work with AIRTO and NZTC colleagues to understand stakeholder needs, gather content, draft and refine communications, and support a simple governance/approval flow.

Key responsibilities

These could include:

- **Refreshing stakeholder communications:** review current member communications (e.g., regular updates, invitations, announcements) and propose improvements to structure, clarity, and consistency.
- **Templates and reusable content:** draft and refine reusable copy blocks and templates (e.g., event invitations, follow-ups, stakeholder announcements, meeting logistics).
- **Distribution approach:** propose practical improvements to distribution and list management (e.g., who receives what and when), aligned to AIRTO priorities.
- **Light-touch tracking:** propose simple ways to monitor effectiveness (e.g., open rates where available, response rates, stakeholder feedback) and summarise insights.
- Additional relevant ad hoc tasks and projects as agreed with the line manager.

Anticipated outputs during the internship

- A small library of refreshed templates for routine member and stakeholder engagement (e.g., invitations, updates, follow-ups).
- A simple communications workflow (drafting → review → approvals → distribution), with named owners and timelines.
- Recommendations to streamline member stakeholder communications (templates, distribution approach, and a simple governance/approval flow).
- A short end-of-internship report summarising changes implemented, what worked, and next-step recommendations.

Skills and experience

Essential

- Strong written communication skills and attention to detail.
- Organised approach; able to manage multiple small tasks and meet deadlines.
- Comfortable working with a range of stakeholders and incorporating feedback.
- Able to review and improve documents for clarity, consistency and tone of voice.
- Competent with Microsoft Office (Word, PowerPoint, Excel, TEAMS).

Desirable

- Experience drafting newsletters, stakeholder updates, event communications, or web copy (personal, university, or work-based).
- Experience using content management systems or email distribution tools (e.g., WordPress, Mailchimp) or content creation tools (e.g., Canva).
- Basic understanding of communications analytics (e.g., open/response rates) and reporting.
- Interest in research and innovation.

Who should apply

This internship would suit students (undergraduate or postgraduate) or recent graduates in communications, marketing, business, public relations, journalism, politics/policy, or related disciplines, who enjoy translating complex work into clear messages and practical processes and are keen to acquire work experience.

Reporting

The intern will report to AIRTO's Executive Director, and work closely with our Policy and Member Relations Advisor. The role will also interface with other AIRTO and NZTC colleagues as required (e.g., for approvals, alignment to communications standards, and access to relevant updates).

What you will gain

- Scope to work independently
- Guidance and personal development opportunities
- Practical experience in communications

- A chance to build your portfolio and professional network

How to apply

Please submit:

- A CV (maximum 2 pages)
- A short covering note (maximum 1 page) outlining why you are interested in this opportunity and how your skills match the role, highlighting exemplars where appropriate (e.g., any relevant writing samples or content which you have created)
- Optional: a short writing sample or link to content you have created (e.g., a LinkedIn post, blog, or newsletter excerpt)

Closing date: 8 June 2026 Interviews: mid-June 2026 Start date: July 2026

Additional information

Equal opportunities: AIRTO and NZTC are committed to creating an inclusive environment and welcome applications from all suitably qualified candidates. If you require reasonable adjustments at any stage of the recruitment process, please let us know.

Data protection: Any personal information you provide will be used for recruitment purposes only and handled in accordance with applicable data protection requirements.