

JOB DESCRIPTION – DIGITAL POLICY INTERN

Role	Digital Policy Intern		
Reports to	Digital Policy Coordinator or Associate	Direct reports	N/A
Budgetary responsibility	None	Resource responsibility	None
Safeguarding	None	Key relationships	Senior Director of Digital Policy, Digital Policy team and wider UK / Germany team
Contract	Full-time, 6 month fixed-term contract	Location	London or UK Remote
Salary	London Living Wage (£14.80 per hour)	Level	Level 8

About ISD

ISD is a fiercely independent ‘think and do tank’ dedicated to safeguarding individual rights, democratic process, national security and public safety against the rising tide of authoritarianism and extremism globally.

For 20 years, ISD has been at the forefront of analysing, exposing and combatting all forms of terrorism, extremism, foreign interference, digital manipulation and authoritarianism, helping equip institutions, individuals, communities and the private sector with the tools, policies and skills to achieve impact at scale. We have innovated and scaled sector leading policy and operational programs—on and offline—to push back the forces threatening democratic processes and cohesion around the world today.

We partner with governments, cities, businesses and communities to turn cutting-edge data and insight into action; trialing and delivering evidence-based solutions across society; and empowering those that can impact positive change at scale. Our research also shapes and informs our education and civic action programmes as well as the training and policy support we provide to central and local governments, frontline practitioners, companies and international organisations.

Role Purpose

The Digital Policy Intern would work closely with the Digital Policy team across London, Berlin and Washington DC to support ISD’s work on digital legislation, regulation and platform accountability across Europe and North America. They will assist the team in tracking legislative,

regulatory and policy developments, support events and engagements with ISD's extensive [Digital Policy Lab](#) (DPL) network, help research and produce written outputs, and contribute to expanding ISD's work into new areas (e.g. AI policy).

Responsibilities

- **Research & Policy Monitoring (30%)**
 - Tracking relevant legislative and regulatory developments in various priority jurisdictions (e.g. EU, UK, US Federal & State levels, Canada, Australia & New Zealand) and selected other contexts in the Global South.
 - Conduct ad-hoc background research on private sector tech company policies and developments to support ISD's Leadership, Comms, and Senior Management teams.
- **Digital Policy Written Outputs (20%)**
 - Supporting the Digital Policy team in drafting responses to government and/or regulator public consultations, preparing DPL Policy Digests and Explainers, and conducting background research for other digital policy written outputs as required.
- **Digital Policy Network Engagement & Events (30%)**
 - Supporting the team in delivering DPL online sessions and events, including researching potential speakers (government, academia, civil society), producing attendance lists, note-taking during sessions and drafting summary notes.
 - Maintaining and updating ISD's digital policy contacts and mailing lists.
 - Conducting background research prior to engagement calls with DPL members.
 - Maintaining internal shared calendar of digital policy events and legislative processes and joining selected external events.
- **Internal Communication & Development (20%)**
 - Helping to consolidate and organise existing ISD digital policy-related outputs and materials across different areas of ISD's work (i.e., terrorism, extremism, hate, dis/misinformation).
 - Supporting internal communications and information sharing on digital policy.
 - Supporting the identification and scoping of potential funding opportunities.

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD's vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

Our commitment to Equality, Diversity & Inclusion

We endeavor to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organisational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD's [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	• Personal integrity • Focus on quality
Collaboration	• Respect for others • Commitment to the team
Agility	• Efficiency and effectiveness • Problem Solving
Courage	• Strategic thinking • Growth Mindset

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
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Knowledge, training and qualifications	• Degree-level qualification or relevant experience • An understanding of and commitment to ISD's core mission • Demonstrable interest in digital policy and regulation as it relates to ISD's core issues (extremism, hate, democracy, human rights, and/or dis/misinformation, gender-based violence, AI) • Competent and confident in use of full Microsoft Office suite	• Master's Degree Qualification related to digital policy • A good understanding of contemporary debates around digital policy • An understanding of policy-making and/or parliamentary processes
Experience	• Experience working in a dynamic remote-forward environment • Experience organising meetings, events and trainings • Experience editing and writing formal documents	• Experience working in an international environment with stakeholders from diverse backgrounds. • Experience with project management support and coordination of project deliverables
Skills	• Exceptional written and spoken English • Clear, fluent, and concise oral and written communication skills • Outstanding attention to detail • Highly organised with the ability to be flexible, multi-task, and respond proactively • Ability to work well both independently and in a team	• Demonstrable problem-solving attitude • Professional standard of written and spoken additional languages, in particular German