

Program Overview - FORE Australia

Policy Internship

Last Updated: 22/11/25

| | |
|--|----------|
| About FORE Australia..... | 1 |
| Who is FORE Australia?..... | 1 |
| What is FORE's Bottom Drawer?..... | 2 |
| About the Internship..... | 2 |
| What will I actually do?..... | 2 |
| Do I need policy experience?..... | 3 |
| What skills will I gain?..... | 3 |
| Is the internship remote or in-person?..... | 3 |
| How many days per week do I need to commit?..... | 4 |
| What are the training days?..... | 4 |
| What does a typical day look like?..... | 4 |
| Culture & Team Environment..... | 5 |
| What is the culture like?..... | 5 |
| Is this a competitive program?..... | 5 |
| Will I receive mentoring?..... | 5 |
| Eligibility & Requirements..... | 6 |
| What do I need to participate?..... | 6 |
| Do I need to be in Australia?..... | 6 |
| Recruitment Process..... | 6 |
| What does the application process look like?..... | 6 |
| Step 1 — Expression of Interest..... | 6 |
| Step 2 — Formal Application (invited applicants only)..... | 6 |
| Final Offers..... | 7 |
| When will I hear back?..... | 7 |
| Before You Apply..... | 7 |
| How to Apply..... | 7 |

About FORE Australia

Who is FORE Australia?

FORE Australia is a non-partisan, youth-led social enterprise building tools that make evidence-based ideas easier to find, weigh and act on. We collaborate with experts, advocates and policymakers to produce trusted resources like:

Program Overview - FORE Australia

Policy Internship

Last Updated: 22/11/25

- **FORE's Bottom Drawer** — Australia's first centralised library of one-page policy briefs
- **FORE Training Programs** — teaching practical policy skills to young people
- **Stakeholder engagement and community-driven briefs**

Our aim is simple: help great ideas reach decision-makers at the right time, in the right format.

What is FORE's Bottom Drawer?

It's a growing online library of one-page policy briefs designed for busy policymakers. Each brief covers:

- The problem
- The evidence
- The proposed solution
- Expert and organisational support

Already **60+ briefs** are live, with **300+ in development** across health, environment, justice, social services, technology and more. Interns help populate the Drawer each cohort.

About the Internship

What will I actually do?

You will:

- Research real policy issues
- Draft one-page briefs using FORE's PSE structure
- Meet with experts, NGOs and stakeholders
- Use AI tools for research and writing
- Participate in feedback sessions and team reviews
- Collaborate daily with your policy team
- Contribute briefs that may be used by Parliament, advocacy groups or the media

Do I need policy experience?

No. We welcome applicants from **all backgrounds**. Curiosity, commitment, strong communication skills, and willingness to learn are what matter most.

Program Overview - FORE Australia Policy Internship

Last Updated: 22/11/25

What skills will I gain?

By the end of the program you will have:

- Practical policy writing experience
- Stakeholder engagement skills
- Legislative and regulatory research skills
- Confidence working with AI tools in policy contexts
- A published portfolio of policy briefs
- Cross-team collaboration and communication skills
- a national network of peers, experts and sector leaders

Is the internship remote or in-person?

The program is **fully online**, with **optional in-person** coworking days in major cities (Melbourne CBD, Brunswick, Sydney, Canberra, Brisbane, depending on demand).

However, we in particular have access to 2 office spaces in Melbourne, one in the CBD and one in Brunswick.

How many days per week do I need to commit?

Interns must commit at least **one full day per week** (Tues–Sat), and may choose to work up to **five**.

What are the training days?

Training days for Summer 2026 are:

- **Sat 14 February** — Online induction
- **Sat 21 February** — In-person meet-ups in major cities
- **Sun 22 February** — Online training day

Attendance at all three is **mandatory**.

What does a typical day look like?

A workday might include:

- **9:10am** — Team check-in

Program Overview - FORE Australia Policy Internship

Last Updated: 22/11/25

- **Morning** — Research, drafting, peer feedback
- **Afternoon** — Meetings with partners, expert calls, advisor review sessions
- **4pm** — Submitting briefs to copyeditors
- **4:30pm** — Team wrap-up and wins
- **5pm** — Clock off

You'll work independently and collaboratively, moving between drafting, feedback, and stakeholder engagement.

Culture & Team Environment

What is the culture like?

FORE is fast-paced, supportive and collaborative. Our values include:

- Kindness + clarity
- Feedback as fuel
- Shared ownership
- High standards
- Curiosity
- Youth leadership and growth

We encourage you to read the **FORE Culture Guide** before applying.

Is this a competitive program?

Yes. We receive **hundreds of applications** each round and recruit **80-100 interns** per cohort.

Will I receive mentoring?

Absolutely. You will be supported by:

- **A Policy Advisor**
 - **A Team Lead and Vice Team Lead**
 - **A Mentor**
 - Copy editors and the Executive Review team
-

Program Overview - FORE Australia Policy Internship

Last Updated: 22/11/25

Eligibility & Requirements

What do I need to participate?

You must have:

- Reliable internet
- A laptop or computer
- Availability for at least **one full day per week between 9-5pm AEST/AEDT (Melbourne time)**
- Availability for all **three training days**
- Willingness to use **AI tools** as part of your workflow
- Strong communication and collaboration skills

Do I need to be in Australia?

We accept applicants across Australia. International applicants will not be considered.

Recruitment Process

What does the application process look like?

The internship uses a **two-stage process**:

Step 1 — Expression of Interest

Closes **Sunday 4 January 2026**.

Step 2 — Formal Application (invited applicants only)

Round 2 invitations and instructions sent **Monday 5 January 2026**.

Round 2 closes **Thursday 15 January 2026**.

Final Offers

Successful applicants notified by **Saturday 31 January 2026**.

Program Overview - FORE Australia

Policy Internship

Last Updated: 22/11/25

When will I hear back?

All applicants will receive an email at each stage of the process.

Before You Apply

Please consider whether you can commit fully to the program from **24 February to 30 May 2026**.

FORE relies on consistency, reliability, and collaboration — every intern plays an important role in their team's progress.

We cannot onboard new interns mid-program. Because places are limited, accepting your offer means another applicant misses out. We ask you to honour that opportunity by showing up, contributing, and helping to make the experience meaningful for everyone.

If that sounds like a good fit — we'd love to receive your application.

How to Apply

Submit your **Expression of Interest** via the Google Form (click "Apply Now").

Questions? Email info@foreaustralia.com