

Job Description

Job Title: Events & Engagement Internship

Company: High Trees Community Development Trust

Salary: LLW (£14.80) – 6 months – 16 hours per week – (working days to be agreed) –Based at High Trees Hub, 220 Upper Tulse Hill, SW2 2NS

About This Role

This internship is funded through Full Potential Lambeth and is designed to give a young person (aged 17–25) real, practical industry experience while being paid the London Living Wage.

The Events & Engagement Intern will support the planning and delivery of events, workshops, and community activities at High Trees. This role is active and people-focused, offering the opportunity to learn how events are organised, promoted, and delivered, while supporting residents and partners to feel welcome and engaged.

Skills & Qualities We're Looking For

We welcome applicants with enthusiasm and willingness to learn over formal experience. We are looking for someone who:

- Has an interest in events, community work, or working with people
- Is friendly, approachable, and enjoys working as part of a team
- Is reliable and willing to support practical tasks
- Is comfortable in busy environments
- Enjoys meeting and engaging with the public

Key Responsibilities

- Helping to set up and run events and workshops
- Supporting community outreach and engagement
- Assisting with logistics, materials, and registration
- Gathering feedback and supporting event evaluation

How to Apply

To apply, please send a CV and cover letter to: **recruitment@high-trees.org**

Subject: Full Potential Lambeth – Events & Engagement Internship – [Your Name]

Your cover letter should be no more than 500 words and include:

- A brief introduction to who you are
- Why you would like to join the company
- Relevant skills and experiences for the role
- What interests you about working in this sector

Closing date: Monday 9th of March 2026