

# Job Description

## Job Title: Office Administrator Internship

**Company:** High Trees Community Development Trust

**Salary:** LLW (£14.80) – 6 months – 16 hours per week – (working days to be agreed) – 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 Office Administrator Intern will support the smooth running of the office and reception area at High Trees Hub. This role provides a practical introduction to office administration and how an organisation operates day to day. You will work closely with the Operations Team to support communication, manage documents, and assist with tasks that help our services run efficiently.

### 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 office administration or organisational work
- Has basic digital skills (email, typing, using a computer)
- Is willing to learn, ask questions, and develop new skills
- Has good communication and interpersonal skills
- Is comfortable working in an office and reception environment

### Key Responsibilities

- Greeting visitors and supporting reception duties
- Supporting data entry and basic reporting
- Preparing meeting rooms and materials
- Handling incoming enquiries by email and phone

### How to Apply

To apply, please send a CV and a cover letter to: [recruitment@high-trees.org](mailto:recruitment@high-trees.org)

**Subject:** Full Potential Lambeth – Office Administrator 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 9<sup>th</sup> of March 2026