

Digital Content & Website Intern (6-Week Internship Programme)

Location: Cambridge (hybrid working available)

Duration: 6 weeks (fixed-term internship)

Hours: Full-time, 37.5 hours per week

Reporting to: Senior Marketing Executive

Role Overview

We are looking for a creative and detail-oriented Digital Content & Website Intern to support the ongoing development and maintenance of our website and digital channels.

This is an excellent opportunity for someone at the start of their career to gain practical experience in digital content management, basic design, and website optimisation within a purpose-driven organisation.

You will help ensure our website content is accurate, engaging, and well-presented, while also supporting light design and visual content creation.

Key Responsibilities

Website Content Management

- Edit and update website content to ensure accuracy, clarity, and consistency
- Support general website “clean-up” (removing outdated content, fixing formatting, improving structure)
- Upload and format new content (e.g. blogs, programme pages, updates)

Content Quality & User Experience

- Review pages for usability, readability, and visual consistency
- Identify opportunities to improve layout, navigation, and user experience
- Ensure content aligns with brand tone and style

Design & Visual Content

- Create simple graphics for web and digital use (e.g. banners, headers, social posts)
- Support basic design tasks in line with brand guidelines
- Assist in maintaining a consistent visual identity across digital channels

Image & Media Management

- Source, edit, and upload images for use on the website
- Ensure images are correctly sized, formatted, and optimised
- Maintain a library of digital assets

Digital Channel Support

- Support updates across other digital platforms (e.g. newsletters or social media, if required)
- Assist with preparing content for campaigns or announcements

What You Will Gain

- Hands-on experience managing and improving a live website
- Practical skills in digital content creation and editing
- Exposure to basic design tools and brand application
- Understanding of user experience and digital communication

- Experience working in a collaborative, mission-driven organisation
- A reference upon successful completion

Who We're Looking For

This role is ideal for someone aged 18–21 who is:

- A recent school leaver (A-levels) or early-stage university student/graduate
- Interested in digital media, design, marketing, or communications

Additional Information

This is an entry-level internship designed to provide meaningful digital experience. No prior professional experience is required - just creativity, reliability, and a willingness to learn.

To apply, please email hr@formthefuture.org.uk and share your expression of interest.