

Partnerships Team Administrator Intern (12-Week Internship Programme)

Location: Cambridge (hybrid working available)

Duration: 12 weeks (fixed-term internship)

Hours: Full-time, 37.5 hours per week

Reporting to: Head of Business Development

Role Overview

We are looking for an organised and proactive Partnerships & Administration Intern to support our Partnerships Team over a 12-week programme. This role offers hands-on experience across administration, events, and partner engagement, providing a strong foundation for a career in business support, operations, or events.

Key Responsibilities

- Provide day-to-day administrative support to the Partnerships Team
- Help coordinate meetings, agendas, and follow-ups
- Maintain accurate data within our CRM system
- Support organisation of events (logistics, guest lists, communications)
- Assist with webinars and online events
- Support communications with employers and partners
- Help manage inboxes and respond to queries
- Assist with onboarding new partners and ambassadors
- Support basic finance admin (invoices, expenses)
- Provide general administrative support across the organisation

What You Will Gain

- Experience in administration, events, and partnerships
- Practical use of CRM systems and data management
- Exposure to professional communication and stakeholder engagement
- Organisational and coordination skills
- Insight into a social enterprise environment
- 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 business, sales, marketing, or social impact work

Support & Supervision

You will receive:

- A structured induction and clear onboarding
- Regular check-ins and guidance from your line manager
- Defined tasks and outcomes for the 12-week period

Additional Information

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

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