



Lewisham

Job Profile Summer Intern

Post Title	Summer Intern (8 weeks)
Service Area	Chief Executive
Grade	London Living Wage (LLW)
Reports to	Named supervisor/manager (to be confirmed)
Your team	To be confirmed
Number of supervisees	NIL

Our vision

Together we will make Lewisham the best place in London to live, work and learn.

Our values and behaviours

Our values and behaviours underpin everything we do and set a benchmark for how we work with residents, partners and colleagues. In Lewisham Council, we are **ambitious** for the future of our borough. We are **inclusive** in how we work, and **collaborative** in how we deliver. We are **accountable** for our actions, and **trustworthy** in all we do.

Our commitment to challenging inequality

In Lewisham we pride ourselves as being an open borough that celebrates our diversity and history of standing up against racism. We have been working for many years to reduce inequality and injustice for all groups, including through work with our residents, our staff and partner organisations.

Your job is to:

- Support Lewisham Council teams to deliver a range of short-term projects over the summer period.
- Contribute to service improvement, resident outcomes and organisational learning through practical project outputs.
- Work across different tasks and stakeholders, producing clear outputs to agreed timescales while developing insight into local government.

What you will do:

- Deliver assigned project tasks to scope and deadline, keeping clear records of progress, risks and next steps.
- Undertake research and information gathering (e.g., policy/background reading, benchmarking, stakeholder insight) and summarise findings for colleagues.
- Carry out light-touch analysis and reporting (e.g., organising data in spreadsheets, producing simple charts/tables, identifying themes in qualitative feedback) in line with information governance requirements.
- Support service improvement work by mapping processes, identifying pain points, and suggesting practical improvements.
- Draft high-quality written outputs such as short briefings, slide content, meeting notes, resident-facing copy or internal communications (as appropriate to the project).
- Support meetings and workshops: scheduling, agenda support, minute taking, action tracking and follow-up.
- Work collaboratively with colleagues across multiple service areas, building positive working relationships and contributing to an inclusive team culture.
- Use Microsoft 365 and other agreed tools to manage tasks, store documents appropriately, and communicate effectively.
- Comply with Lewisham Council policies and procedures, including health and safety, equality and diversity, confidentiality, and data protection.

Key working relationships

Reports to: Named supervisor/manager (to be confirmed).

Internal contacts: Officers across relevant service areas; project leads; corporate support teams (e.g., HR, Finance, Communications, IT) as required.

External contacts: Residents, community organisations, partners and suppliers (only where appropriate for the project and supported by the team).

Person specification

You will be assessed against the criteria below during the selection process. Please provide evidence and examples in your application.

Essential requirements

- Ability to analyse and organise information, identify key points, and consider wider impacts.

- Ability to build positive working relationships, collaborate with others, and demonstrate respect for diverse perspectives.
- A willingness to learn quickly, adapt to new tasks, and work across different topics.
- Clear written and verbal communication skills, with the ability to tailor messages to different audiences.
- Initiative and problem-solving skills, including the ability to suggest practical improvements.
- Confidence in using everyday digital tools (e.g., Microsoft Word, Excel, PowerPoint, Teams) and curiosity about how data/technology can support service improvement.
- Good organisation and time management, with the ability to manage competing deadlines and respond constructively to change.
- Commitment to Lewisham Council values and to working in ways that promote equality, diversity and inclusion.

Desirable requirements

- Experience of working on a project (e.g., coursework, volunteering, part-time work) with clear deliverables.
- Experience engaging with communities or customers and responding to different needs.
- Basic experience of analysing data or using evidence to make recommendations.
- Interest in public service, local government and improving outcomes for residents.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures, including equality, diversity and inclusion, confidentiality, and data protection.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

Additional information

- This role is offered on a hybrid basis, subject to service requirements and agreement with the supervisor.
- You must comply with Lewisham Council policies including confidentiality, acceptable use of IT, and data protection.

- Lewisham Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and interns to share this commitment.
- We will consider reasonable adjustments in line with the Equality Act 2010. Please indicate any support you may need during the recruitment process.