

EVENTS OPERATIONS INTERN 2026 JOB PACK

Who is InvestIN?

InvestIN's mission is to bridge the gap between school and the workplace. Our 1 – 2 week immersive experiences provide 'the ultimate work experience' for 15 – 18 year olds through a combination of interactive simulations, site visits, seminars, networking sessions and career coaching to build an understanding of their dream career.

We have a global reach with over 70,000 students from 100+ countries and 4,000+ schools attend our Summer programmes, with 50% of our students joining us from countries abroad. Around half of our students stay with us in our central London accommodation, enjoying our exciting social programme of evening and weekend activities and additional opportunities to network with their peers.

Why work with us?

InvestIN is an exciting, fast-paced and supportive environment, and working with us as an Events Operations Intern offers fantastic opportunities to develop crucial workplace skills in logistics and events management, along with key skills transferrable to any professional workplace.

Events Operations Interns will gain a wide variety of experience, working both in the office environment and on-site during our programme season, and will receive training on InvestIN systems, events management and logistics, people management and working with young people.

We also support our team throughout summer with regular check ins and staff socials.

Key Duties

Events Operations Interns will support with key event planning tasks in the run up to Summer Programmes and be primarily responsible for maintaining transport and managing airport transfer logistics for our international students.

Leading on exciting events and social programme activities:

- Take part in the facilitation of our student Prom, attended by all residential students
- Supporting on running our Premium Networking events, including dressing the room, liaising with external stakeholders, and ensuring our students and professional attendees get a 5* experience

Supporting on check-in days for international student arrivals:

- Analysing data and co-ordinating complex logistics
- Booking and facilitating transport for students from airport to accommodation and across programme venues
- Running our Heathrow Welcome Club and being a friendly face to greet students to our experience
- Managing a team of other staff including delegating tasks to ensure the smooth running of Welcome Club
- Managing relationships with key stakeholders

Logistics support ahead of, and during, programmes:

- Resources management and preparation, including ordering, tracking and packing of essential programme materials
- Transport of resources to our venues across central London
- Movement management of resources including coordinating movement from storage unit to venues

General support:

- Administration of our website and tech platforms
- Supporting with formatting registers
- Technical support for other seasonal staff members
- Working with Operations Team to support with other tasks where necessary

Please note this list is indicative rather than exhaustive, and you may be required to take on additional responsibilities.

Person Specification

You are an organised and detail-oriented university student, or recent graduate, looking to gain experience in events management and logistics. You thrive under pressure and love to work in a busy, fast-paced environment. You are a fast learner who is enthusiastic, proactive and great at taking initiative.

You exhibit a can-do attitude and demonstrate a high level of ownership and professionalism when approaching your work. You are excited to work with a rapidly scaling start-up aiming to support school students aged 15-18 in achieving their dream careers.

You have, and can demonstrate, the following skills and interests:

- Experience in organising live in-person events and in fast-paced environments
- Fantastic organisational skills, ability to balance multiple priorities and dedication to attention to detail
- Experience and enjoyment of working with students aged between 15-18
- A high level of vigilance when working with young or vulnerable people and working knowledge of safeguarding for 15-18-year-olds
- Ability to thrive under pressure with a positive attitude
- Ability to develop new skills and competencies on a daily basis
- Experience of working with and leading a team
- Outstanding written and oral communication skills
- Highly IT literate, with experience of using Microsoft and Google Systems
- A deeply entrenched sense of personal pride in your work, and a commitment to giving students a 5* experience in every interaction
- A deeply invested belief in InvestIN's sense of purpose and our programmes
- You feel a sense of passion and belonging when you read our cultural values (set out below)

Details of Internship

Location: Our office is located in Victoria, London. During the internship, you will spend some weeks in the office and some 'on site' with our students at venues in Bloomsbury and across Central London.

Hours: 5 days per week with 2 full days off per week.

Typical hours for June will be 9am - 5pm, Monday - Friday, while during programme season this will involve a more flexible schedule (including working weekends and evenings) to suit the needs of our programmes, up to a maximum of **37.5 hours per week on average**.

Programme weeks may require additional hours, which will be balanced out with time off in lieu. You should not exceed a total of 450 hours across your contract, and any work above this will be compensated in line with our overtime policy.

You will accrue Annual Leave throughout your internship at a standard rate (25 days per year pro-rated).

Salary: £500 per week

Returning interns or those with additional responsibilities will be eligible for a higher salary band of £530 per week.

Contract: fixed term, 12 weeks over June to August 2026 (starting 8th June)

Additional: international students on visas which allow them to work full-time over university holidays will be able to apply for this position.

We also welcome applications from students who have just completed first year of university and fresh graduates.

To Apply

Applications open Monday 5th January 2026 and close in February 2026.

Recruitment Stages

Candidates with successful written applications will be progressed to an online interview (maximum of 20 minutes) with a full-time member of staff.

Candidates with a successful online interview will be progressed to an in-person full-day assessment centre held at our offices in Victoria, London.

Please note that offers will be subject to successful completion of Enhanced DBS checks, Right to Work checks, and statutory Safeguarding training modules. InvestIN reserves the right to terminate contracts in the event of non-completion before contract start date.

InvestIN's Cultural Values

Experience is Truth:

We believe that to learn is to experience. Our mission is to deliver professional experiences to young people that they would otherwise consider a far-flung fantasy. This 'experiential learning' appeals to all the senses and requires live in-person interaction; providing a welcome counterpoint to the restrictive and atomised environment of cyberspace.

Empowerment and Ownership:

We treat all of our students as young professionals, not simply older schoolchildren. InvestIN empowers students by thrusting them into a whirlwind of professional-life simulation, and asking them to stand up and be counted. Along with that empowerment comes the valuable lessons of responsibility. Students are expected to take ownership of their careers immediately, as we give them detailed advice about how to plant the seeds for a successful future; starting now.

Action and Urgency:

InvestIN believes that success requires both action and urgency. We have been able to grow at an exponential rate because we move ideas quickly into tangible steps forward and we execute them. InvestIN's students refuse to be left behind and want to be able to cut through abstract procrastination; becoming empowered to act with decisiveness and urgency.

Ambition:

InvestIN is a fervent supporter of determined ambition. We believe that young people - and whole organisations - must continue to 'think big' in order to achieve their potential. We therefore coach our students to believe that there are no limits to their career ambitions, and give them the tools they need to thrive.

Imagination:

*InvestIN is not an ordinary organisation. We create interactive simulations of professional life, which requires a commitment to using our imagination to deliver extraordinary experiences for our students. At the same time, we encourage our students to imagine themselves as young professionals **now**, not at some distant point in the future. We have discovered that tomorrow's achievements are born from today's visualisation.*

Integrity:

At InvestIN, we understand the great responsibility that we take on in coaching students. Sometimes the simplest sentence or action can have a lasting impact on a young person's life. We insist on running our operation with the highest level of integrity: from promoting the value of hard work and satisfaction over shortcuts and monetary rewards, to constantly looking at ways to reduce our carbon footprint.

Safer Recruitment, Safeguarding and EDI statement

InvestIN is committed to safeguarding and promoting the welfare of children and young people and expects all staff, seasonal workers, and external professionals to share this commitment.

InvestIN are committed to making our recruitment processes as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values difference, recognising that employees from a variety of backgrounds bring important and positive contributions to InvestIN's culture.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to work with InvestIN will be conditional upon the receipt of a satisfactory response to a check of Police records via the Disclosure and Barring Service (DBS). The Disclosure and barring Service helps employers make safer recruitment decisions and prevent unsuitable candidates gaining access to minors or vulnerable adults.

Open Source Searching Guidance

InvestIN are committed to ensuring that we follow and implement legislation and advisories as set out in the KCSIE 2023 framework. Please see the below statement extracted from Harrison Clark Rickerbys Solicitors (HCR Law - <https://www.hclaw.com/blog/kcsie-2022-safer-recruitment-the-use-of-online-searches-an-update/>) regarding the updates within the KCSIE framework relating to open source searching as part of the safer recruitment process.

KCSIE 2024 states:

“... as part of the shortlisting process, schools and colleges should consider carrying out an online search as part of their due diligence on... shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.” (para 226, KCSIE 2024)

Use of AI Policy

All applications must be the original work of the applicant. The use of AI tools to generate or significantly modify any part of the application is strictly prohibited.