



<https://www.futureintern.online/job/fife-college-internship/>

Fife College Internship Foundation Working 2025

Description

Fife College is offering a fantastic opportunity for individuals to gain hands-on experience through our Internship Foundation Working Apprenticeships for 2025. The apprenticeship program is designed to provide you with the skills and knowledge necessary to begin a career in a range of sectors. As an apprentice, you will work alongside experienced professionals while pursuing practical and academic qualifications that will set you on the path to a successful career. This program is aimed at individuals eager to learn, grow, and contribute to the college community and beyond.

Responsibilities

- Participate in a structured apprenticeship program, combining on-the-job training with academic learning.
- Assist in the delivery of services and support across various departments at Fife College.
- Work with mentors and supervisors to complete tasks and projects within set deadlines.
- Gain exposure to different business areas such as administration, teaching support, customer service, facilities management, and more.
- Develop and maintain strong working relationships with colleagues and stakeholders.
- Contribute to the creation and improvement of college processes and services.
- Attend training sessions, workshops, and academic courses as part of the apprenticeship program.
- Adhere to health and safety standards, and follow all college policies and procedures.
- Complete required documentation and progress reports to track your learning and development.
- Participate in regular feedback sessions to monitor your progress and professional growth.

Qualifications

- Applicants must be currently enrolled in or have recently completed an undergraduate or postgraduate degree in any relevant field, such as Public Administration, Business, Social Sciences, or other related disciplines.
- A keen interest in local government, public service, and community engagement is highly desirable.
- No previous work experience in the field is required, although any relevant experience will be considered advantageous.

Experience

- While prior professional experience is not mandatory, any previous work or volunteering experience in a team environment, administration, customer service, or public sector roles will be considered beneficial.

Hiring organization

Fife College Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Education Administration Programs

Job Location

Dunfermline, Scotland, United Kingdom, KY11,, Dunfermline,, Scotland,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

December 21, 2024

Valid through

26.12.2026

- A strong desire to learn and contribute to the Fife community is essential.

Skills

- Excellent communication skills, both written and verbal.
- Strong organisational and time management abilities.
- Attention to detail and ability to handle multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work both independently and as part of a team.
- Problem-solving and analytical thinking skills.
- Adaptability and a willingness to learn new skills and technologies.

Job Benefits

- Competitive salary for the internship duration.
- A comprehensive learning and development program, including on-the-job training and professional workshops.
- Opportunities to network with key stakeholders and professionals within the public sector.
- Access to flexible working arrangements.
- Support for career development and post-internship opportunities within Fife Council.
- 28 days of annual leave (pro-rated for the internship duration).
- Access to employee benefits such as wellbeing programs and discounted services.

How To Apply

To apply for the Fife Council Internship Training 2025, please follow these steps:

1. Submit your current CV, along with a cover letter detailing why you are interested in this internship and how your skills and experience align with the role.
2. Complete the online application form available on the Fife Council careers portal.
3. Shortlisted candidates will be invited for an interview and selection process.

[Job Vacancies Portal Here:](#)