



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

Fife Council Internship Training New Hiring 2025 Application

Description

The Fife Council Internship is designed to offer hands-on training and professional development to individuals who are looking to start or advance their career within the public sector. As an intern, you will gain valuable work experience, learn about local government operations, and contribute to the services that benefit the Fife community. This position will allow you to build practical skills while working alongside a dynamic team of professionals dedicated to improving the lives of residents.

Responsibilities

- Assist in the delivery of council services, including administrative, operational, and customer-facing tasks.
- Support departmental teams in the implementation of projects and initiatives.
- Provide research and analysis on various topics as required.
- Contribute to the preparation and presentation of reports and presentations for senior staff.
- Maintain accurate records and documentation, adhering to council policies and procedures.
- Collaborate with colleagues and external stakeholders to ensure efficient service delivery.
- Attend and participate in training sessions, workshops, and meetings to enhance professional development.
- Undertake any other duties appropriate to the role as directed by line management.

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

Skills

- Excellent communication skills, both written and verbal.

Hiring organization

Fife Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Glenrothes, Scotland, United Kingdom, KY6 ,, Glenrothes,, Scotland,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

December 21, 2024

Valid through

09.12.2026

- 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. Provide two references.
3. Complete the online application form available on the Fife Council careers portal.
4. Shortlisted candidates will be invited for an interview and selection process.

[Job Vacancies Portal Here:](#)