

Gateshead Council Internship Graduate Program 2025 In UK

Description

The Gateshead Council Internship Graduate Program 2025 provides talented graduates with the opportunity to gain valuable work experience within local government services. This program is designed to foster professional development, support career growth, and build a strong foundation in public service. Successful candidates will be involved in a variety of projects, with the aim of supporting the Council's objectives and improving services for the local community.

Responsibilities

- **Assist in Project Delivery:** Support in the design, development, and implementation of key projects across various departments including public services, planning, environmental management, and more.
- **Data Collection and Analysis:** Help gather, analyze, and present data to inform decision-making and contribute to key reports and documents.
- **Administrative Support:** Provide day-to-day administrative assistance, including preparing meeting agendas, taking minutes, and managing records.
- **Collaborative Work:** Work closely with various teams, departments, and external stakeholders to facilitate cross-departmental projects.
- **Research and Policy Development:** Contribute to research activities that will support policy development and service improvement.
- **Customer Engagement:** Assist in gathering feedback and engaging with the local community to enhance the Council's service delivery.

Qualifications

- **Essential:**
 - A relevant undergraduate degree (Bachelor's degree) in fields such as Public Administration, Social Sciences, Environmental Studies, Business, or any related discipline.
 - A passion for public service and local government work.
 - Eligible to work in the UK.
- **Desirable:**
 - A postgraduate qualification (e.g., Master's degree) or relevant professional development in public administration or related fields.
 - Knowledge of local government structures, processes, and current issues affecting local communities.

Experience

- **Essential:**
 - No prior professional experience required; however, any relevant internships, voluntary work, or project experience will be beneficial.
 - An interest in government, public policy, or community development.
- **Desirable:**
 - Experience in a public sector role, voluntary work, or internships

Hiring organization

Gateshead Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Gateshead, England, United Kingdom, NE8,, Gateshead,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

December 20, 2024

Valid through

17.12.2026

- related to the local community.
- Knowledge of the local area and its unique challenges.

Skills

- **Strong Analytical Skills:** Ability to interpret data, draw conclusions, and make recommendations.
- **Effective Communication:** Excellent written and verbal communication skills for preparing reports and interacting with team members, stakeholders, and the public.
- **Teamwork:** Ability to collaborate with a diverse group of individuals and work effectively in a team environment.
- **Problem-Solving:** Proactive approach to challenges and the ability to think critically and find solutions.
- **Organizational Skills:** Strong ability to manage multiple tasks and meet deadlines.
- **IT Proficiency:** Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) and the ability to learn new software tools.

Job Benefits

- **Professional Development:** Opportunities for training and mentorship to help you progress in your career.
- **Networking Opportunities:** Exposure to professionals across the public sector, with potential opportunities for future employment.
- **Competitive Salary:** Attractive remuneration in line with the internship program.
- **Flexible Working:** Opportunities for flexible working arrangements where appropriate.
- **Pension Scheme:** Access to a public sector pension scheme.
- **Wellness Support:** Access to health and well-being resources, including an employee assistance program.
- **Work-Life Balance:** Support for a healthy work-life balance, including generous annual leave entitlements.

How To Apply

Interested candidates should submit the following:

1. **Up-to-date CV:** Including contact information, academic background, and relevant experiences.
2. **Cover Letter:** Detailing your motivation for applying to the Gateshead Council Internship Graduate Program, how your skills and experience align with the program, and your interest in public service.
3. **References:** Provide two professional or academic references.

[Job Vacancies Portal Here:](#)