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Harrow Council Internship Employments Training 2025 In Vacancies

Description

The Harrow Council Internship Employment Training Programme 2025 offers an exciting opportunity for young individuals to gain hands-on experience, enhance their professional skills, and contribute to the local community. The programme provides a structured learning environment within various departments of Harrow Council, offering the chance to work alongside experienced professionals, while receiving support for career development. This is an excellent entry point for individuals interested in pursuing a career in public service, administration, and local government operations.

Responsibilities

As an intern or apprentice with Harrow Council, you will be expected to:

- **Assist with daily operations:** Support team members in various administrative and operational tasks across different departments.
- **Develop professional skills:** Participate in structured training sessions and on-the-job learning to develop a wide range of transferable skills such as communication, project management, and customer service.
- **Collaborate on projects:** Work alongside professionals in team-based projects to improve community services, processes, and initiatives.
- **Support customer interactions:** Handle basic customer inquiries, providing clear and accurate information to the public, either in person, over the phone, or online.
- **Contribute to the development of strategies:** Assist in researching, analyzing, and preparing reports for ongoing projects or initiatives.
- **Attend training sessions:** Take part in regular training and development workshops that enhance your knowledge and skills related to local government operations and administration.
- **Provide general support:** Help with office administration, maintaining records, managing data, and other duties as required.

Qualifications

- **Academic Requirements:** Applicants must have a minimum of GCSEs (or equivalent) in English and Mathematics. Additional qualifications in related fields are desirable but not essential.
- **Eligibility:** Open to candidates who are 16 years or older and have the legal right to work in the UK.
- **Apprenticeship-specific Qualifications:** For apprenticeship roles, you should have a willingness to work towards a relevant apprenticeship qualification (Level 2 or 3, depending on the position).

Experience

- **Internship Role:** Previous work experience is not essential, but an enthusiasm to learn, an interest in local government or public services, and any voluntary work or part-time experience will be advantageous.

Hiring organization

Harrow Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

London, England, United Kingdom,,
E1 8RU,, London,, England,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

December 19, 2024

Valid through

03.12.2026

- **Apprenticeship Role:** No formal work experience is required, but you should demonstrate a strong interest in the field, a commitment to learning, and a proactive attitude.

Skills

- **Communication:** Excellent written and verbal communication skills, with the ability to interact with a diverse group of people.
- **Organisational Skills:** Strong attention to detail and the ability to manage time effectively, ensuring tasks are completed on time and to a high standard.
- **Teamwork:** Ability to work collaboratively within a team, supporting colleagues and contributing to team goals.
- **Problem-Solving:** Creative and solution-oriented approach to challenges, with the ability to think critically and independently.
- **IT Skills:** Basic proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or similar software is essential. Experience with other digital tools is a plus.
- **Customer Service:** A professional and friendly approach to dealing with members of the public, both face-to-face and online.

Job Benefits

- **Competitive Salary:** Interns and apprentices will receive a competitive salary, with pay in line with national apprenticeship standards and internship schemes.
- **Professional Development:** Access to career coaching, mentorship, and development opportunities to help you achieve your career goals.
- **Training and Certifications:** Participation in skills development workshops and training relevant to your role and the local government sector.
- **Work-Life Balance:** Flexible working hours and the option for remote work, depending on the role.
- **Public Service Experience:** Gain valuable insight and practical experience in the functioning of local government, working on impactful community projects.
- **Networking Opportunities:** The chance to meet professionals from various sectors and build connections that could benefit your career.

How To Apply

To apply for the Harrow Council Internship Employment Training Programme 2025, please follow these steps:

1. **Visit the Harrow Council Careers Page:** Go to the Harrow Council website and navigate to the "Careers" section for details on available internship and apprenticeship opportunities.
2. **Complete the Online Application:** Fill out the application form, providing your personal details, educational background, and a brief cover letter explaining why you are interested in the programme and what you hope to gain from the experience.
3. **Submit Your CV:** Upload an up-to-date CV highlighting your skills, experience, and any relevant qualifications.
4. **Interview Process:** Shortlisted candidates will be invited for an interview, where you will have the opportunity to showcase your enthusiasm, skills, and suitability for the programme.
5. **Confirmation and Start Date:** Successful applicants will be notified and provided with a start date for their internship or apprenticeship.

[Job Vacancies Portal Here:](#)