

Kirklees Council Internship Training For Opportunities 2025

Description

Kirklees Council's Internship Training for Opportunities (ITO) Apprenticeship Programme 2025 is designed to provide talented individuals with practical skills, training, and experience to launch their careers in local government and public services. This exciting programme will offer apprentices the opportunity to develop professionally while working on meaningful projects that directly impact the local community and contribute to the strategic goals of Kirklees Council.

Responsibilities

- **Work Experience:** Undertake hands-on tasks in various council departments, including administrative, operational, and project-based roles.
- **Training:** Participate in structured learning sessions, workshops, and courses designed to enhance technical, professional, and personal skills.
- **Project Support:** Assist with planning, coordinating, and delivering key projects and initiatives across the Council, contributing to the delivery of high-quality services.
- **Communication:** Engage with internal and external stakeholders, including service users, community groups, and local businesses, to gather insights and support service delivery.
- **Administrative Duties:** Perform general administrative tasks such as managing correspondence, scheduling meetings, and maintaining records and databases.
- **Learning & Development:** Actively engage in regular progress reviews with mentors, participate in feedback sessions, and apply new knowledge in a practical environment.

Qualifications

- A minimum of 5 GCSEs (or equivalent) at grade C/4 or above, including English and Maths.
- Applicants should ideally be aged 16-24, though older applicants may also be considered depending on the role.
- No formal higher education qualifications required, but a passion for learning and personal development is essential.

Experience

- Previous work experience is not essential but any involvement in voluntary roles, part-time jobs, or school-based projects is advantageous.
- Experience working as part of a team and interacting with the public is desirable but not required.

Skills

- **Communication:** Strong verbal and written communication skills to effectively interact with colleagues and the public.

Hiring organization

Kirklees Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Relations Services

Job Location

Huddersfield, England, United Kingdom, HD1,, Huddersfield,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

December 18, 2024

Valid through

17.12.2026

- **Teamwork:** Ability to work collaboratively in a team environment while contributing to the achievement of collective goals.
- **Time Management:** Good organizational skills, with the ability to manage multiple tasks and meet deadlines.
- **Adaptability:** Ability to learn quickly, be flexible, and adapt to new challenges and environments.
- **IT Proficiency:** Basic understanding of Microsoft Office Suite (Word, Excel, PowerPoint) or similar software.
- **Problem-Solving:** Ability to think critically and offer solutions to challenges that arise during projects or day-to-day tasks.

Job Benefits

- **Salary:** Competitive apprenticeship salary with regular pay reviews.
- **Professional Development:** Access to training, qualifications, and learning opportunities to build career-specific skills.
- **Mentorship:** Dedicated support and mentorship from experienced colleagues and managers.
- **Job Stability:** Potential for permanent employment or further opportunities within Kirklees Council after successful completion of the apprenticeship.
- **Community Impact:** Opportunity to work on projects that benefit the local community and improve public services.
- **Employee Benefits:** Access to Kirklees Council's employee benefits, including discounts, well-being programs, and pension schemes.

How To Apply

To apply for the Kirklees Council ITO Apprenticeship Programme 2025, please visit the Kirklees Council careers page and Submit the following documents by the application deadline:

1. **Current CV** – outlining your education, skills, and any relevant experience.
2. **Personal Statement** explaining why you are interested in the apprenticeship, how your skills and experiences align with the programme, and what you hope to achieve.
3. **Reference Letter** – from an academic or professional referee.

[Job Vacancies Portal Here:](#)