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Leicester City Council Summer Internship Early Graduate 2025

Description

The Leicester City Council Summer Internship Early Graduate 2025 Apprenticeships offer recent graduates an exciting opportunity to gain valuable work experience within a local government setting. This programme is designed to provide hands-on exposure to key council operations, helping you develop both professional skills and an understanding of public sector work. You will be involved in a range of projects, working alongside experienced professionals, and contributing to the delivery of essential services for the people of Leicester.

Responsibilities

- **Project Support:** Assist in the development, implementation, and monitoring of key projects and initiatives within the Council.
- **Research & Analysis:** Conduct research and analysis to support decision-making and strategy development in various council departments.
- **Reporting:** Prepare reports, presentations, and other materials for senior managers and stakeholders.
- **Collaboration:** Work closely with various teams, including administration, policy, and project management, to deliver outcomes efficiently.
- **Stakeholder Engagement:** Engage with internal and external stakeholders to gather feedback, provide updates, and ensure effective communication.
- **Administrative Support:** Provide administrative assistance across departments, including scheduling meetings, preparing documents, and maintaining databases.
- **Training and Development:** Participate in structured learning opportunities, workshops, and training sessions to enhance skills relevant to your future career.

Qualifications

- A degree or equivalent qualification obtained by the start of the apprenticeship (Graduates from 2023 or 2024 are encouraged to apply).
- A passion for public service and the local community.
- Good understanding of government processes and an interest in local government functions (desirable).

Experience

- Previous work experience in any sector, including voluntary or part-time work, is desirable but not essential.
- Experience in using basic office software (e.g., Microsoft Office Suite) and an eagerness to learn new tools and systems.
- An understanding of local government, policy development, or public sector services is advantageous but not required.

Skills

Hiring organization

Leicester City Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Leicester, England, United Kingdom, LE2,, Leicester,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

December 17, 2024

Valid through

10.12.2026

- **Communication:** Excellent verbal and written communication skills, with the ability to produce clear and concise reports.
- **Analytical Thinking:** Strong ability to analyse data and make informed recommendations.
- **Teamwork:** Ability to work collaboratively within a team and contribute to the achievement of common goals.
- **Problem-Solving:** Creative and practical problem-solving skills to address challenges effectively.
- **Organisation:** Strong organisational skills with the ability to manage multiple tasks and meet deadlines.
- **Adaptability:** Flexibility to adapt to a fast-paced, dynamic work environment and take on diverse tasks.

Job Benefits

- **Competitive Salary:** A competitive pay rate for the duration of the internship.
- **Career Development:** Access to workshops, training, and professional development opportunities.
- **Networking:** The chance to meet and work with experienced professionals across various sectors of the Council.
- **Flexible Working:** Opportunities for hybrid working where appropriate.
- **Potential for Future Employment:** Successful completion of the apprenticeship may lead to permanent roles within Leicester City Council.
- **Supportive Work Environment:** A friendly and inclusive working environment focused on growth and development.
- **Employee Benefits:** Access to various staff benefits, including discounts, wellbeing programs, and more.

How To Apply

To apply for the Leicester City Council Summer Internship Early Graduate 2025 Apprenticeships, please follow these steps:

1. **Complete the Application Form:** Visit our careers page on the Leicester City Council website and submit your completed application form.
2. **Submit a Cover Letter and CV:** Attach a cover letter outlining why you're interested in the internship and how your skills and experiences align with the programme. Include an up-to-date CV.
3. **Prepare for Interview:** Shortlisted candidates will be invited for an interview. During the interview, you will have the opportunity to discuss your qualifications and experiences, as well as your interest in working with the Council.

[Job Vacancies Portal Here:](#)