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Liverpool City Council Internship Students Training 2025 Apply Now

Description

The Liverpool City Council Internship Program provides a valuable opportunity for students to gain hands-on experience in local government, public services, and community engagement. This program is designed to help students enhance their skills and knowledge in various areas of public administration, policy development, and service delivery. As an intern, you will contribute to the improvement of city services while gaining insight into the inner workings of the local council.

Responsibilities

- Assist with research and data analysis to support ongoing projects and service improvements within various departments (e.g., Environmental Services, Housing, Public Health, Community Development).
- Contribute to the development and implementation of council initiatives that benefit the local community.
- Provide administrative support, including drafting reports, preparing presentations, and managing records.
- Assist in the planning and execution of public consultations, events, and workshops.
- Collaborate with different teams within the council to support cross-departmental projects.
- Help to monitor and evaluate council services and programs, identifying areas for improvement.
- Attend team meetings, training sessions, and briefings to expand your knowledge of local governance and public service.
- Support communication efforts by writing newsletters, social media posts, or website content to engage with residents and stakeholders.
- Assist in managing inquiries from the public and providing timely responses to residents' concerns or requests.

Qualifications

- Currently enrolled in or recently completed a degree in Public Administration, Social Sciences, Urban Planning, Political Science, or a related field.
- Strong interest in local government, public policy, and community service.
- Must be 18 years of age or older by the internship start date.
- A valid driver's license is preferable but not required.

Experience

- No prior experience in local government is required. However, any previous experience in public service, volunteer work, or customer-facing roles would be an advantage.
- Familiarity with office-based tasks, project support, and teamwork will be beneficial.

Hiring organization

Liverpool City Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Liverpool, England, United Kingdom, L1,, Liverpool, England, United Kingdom

Working Hours

8

Base Salary

10

Date posted

December 15, 2024

Valid through

03.12.2026

Skills

- Excellent communication skills, both written and verbal, with the ability to produce clear and concise reports.
- Strong organizational skills and attention to detail.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), with the ability to learn new software tools.
- Problem-solving and critical thinking skills.
- A genuine interest in public service, community engagement, and local government functions.

Job Benefits

- Gain valuable experience working with a leading local government authority.
- Develop skills that are highly transferable to a range of careers in public service, policy, and administration.
- Mentorship and guidance from experienced council staff and senior leaders.
- Networking opportunities within the public sector.
- Access to training and professional development.
- A supportive and inclusive environment that encourages personal and professional growth.
- Flexible working hours, with opportunities for both part-time and full-time placements.
- Travel expenses will be reimbursed for certain roles.

How To Apply

To apply for the Liverpool City Council Internship Program, please follow the steps below:

1. **Visit our Careers Portal:** Go to the Liverpool City Council Careers page.
2. **Complete the Application Form:** Fill in your details, including your academic background, qualifications, and reasons for applying.
3. **Submit Your CV and Cover Letter:** Upload your updated CV and a cover letter detailing your interest in the internship and how your skills and experiences make you a suitable candidate.
4. **Selection Process:** Shortlisted candidates will be invited to attend an interview. Successful candidates will be notified.

[Job Vacancies Portal Here:](#)