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London Borough of Bromley Internship London 2025 In UK

Description

The London Borough of Bromley Internship Program offers an exciting opportunity for individuals to gain hands-on experience in local government operations, public services, and community development. This role is ideal for enthusiastic, driven individuals looking to develop practical skills in a dynamic and supportive environment. The internship will allow you to contribute to various projects and gain valuable insights into local government decision-making, administration, and public sector operations.

Responsibilities

- Assist in the development and implementation of key projects that support the Borough's strategic goals.
- Conduct research and analysis to inform policy development and service improvements.
- Support the preparation of reports, presentations, and briefings for senior management and stakeholders.
- Help coordinate meetings, events, and community engagement initiatives.
- Provide administrative support to various departments within the council.
- Contribute to the development of communications materials, including newsletters and website content.
- Collaborate with other team members to improve public services and deliver on the council's objectives.
- Manage and track progress on assigned tasks and contribute to reporting mechanisms.
- Participate in training sessions and workshops to enhance professional development.

Qualifications

- Currently studying for a degree or recently graduated (within the last year) in Public Administration, Politics, Business, Social Sciences, or a related field.
- Excellent academic record with a keen interest in public policy, local government, and community services.

Experience

- Previous internship or volunteer experience in public service or community-focused organizations is desirable but not essential.
- Demonstrable interest or background in local government functions, social services, or community engagement.
- Experience in conducting research, data analysis, and report writing would be an advantage.

Skills

- Strong written and verbal communication skills.

Hiring organization

London Borough of Bromley
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 14, 2024

Valid through

16.12.2026

- Ability to work collaboratively as part of a team and independently.
- Good time-management skills and the ability to handle multiple tasks and deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Analytical and problem-solving skills.
- Positive attitude with a willingness to learn and develop professionally.
- Knowledge of social media and digital communication tools is beneficial.

Job Benefits

- Gain valuable experience working within a local government environment.
- Opportunities for professional development and networking.
- Mentorship from senior staff members.
- Competitive salary and travel expenses.
- Flexible working arrangements where possible.
- Opportunity to attend training sessions, workshops, and conferences related to local government and public service.
- A chance to contribute to impactful projects that make a difference in the local community.

How To Apply

To apply for this internship opportunity with the London Borough of Bromley, please submit the following documents by [insert closing date]:

1. A current CV outlining your education, relevant experiences, and skills.
2. A cover letter detailing why you are interested in the role, what you hope to achieve from the internship, and how your skills align with the responsibilities outlined.
3. Details of two referees academic or professional.

[Job Vacancies Portal Here:](#)