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London Borough of Merton Internship Placements Program 2025 In London

Description

The London Borough of Merton is offering a unique internship placement program for individuals interested in gaining valuable experience within local government. The Internship Placements Program 2025 aims to provide hands-on opportunities across various council departments, enabling participants to develop practical skills, contribute to impactful projects, and grow professionally in a dynamic public sector environment. This apprenticeship is an excellent entry point for those eager to pursue a career in local government or community-focused services.

Responsibilities

- Assist with the delivery of key projects and services within different departments such as education, housing, social services, and public health.
- Provide administrative support, including organizing meetings, preparing reports, and handling correspondence.
- Conduct research and analysis to support departmental strategies and decision-making.
- Contribute to community engagement initiatives by helping to organize and promote events, surveys, and consultations.
- Assist in the creation of promotional materials and online content, ensuring it aligns with council guidelines.
- Support the implementation of various policies and projects aimed at improving public services and community welfare.
- Assist in monitoring the effectiveness of council services, gathering feedback from residents, and compiling reports.
- Provide day-to-day operational support to departments as needed, helping to improve efficiency and service delivery.

Qualifications

- Must be aged 16 or over at the time of application.
- A minimum of GCSEs (or equivalent) in English and Mathematics is preferred.
- Currently enrolled in or have recently completed secondary education (e.g., GCSEs, A-Levels), or an equivalent qualification.
- Enthusiasm for working in the public sector, particularly local government, is essential.

Experience

- No formal work experience is required, although previous involvement in volunteering, part-time work, or extracurricular activities demonstrating transferable skills (e.g., communication, teamwork, leadership) would be beneficial.
- An interest in working with the local community and an eagerness to contribute to the development of public services is desirable.

Hiring organization

London Borough of Merton
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

25.12.2026

Skills

- Strong written and verbal communication skills.
- Organizational skills and the ability to manage multiple tasks efficiently.
- Ability to work both independently and as part of a team.
- Attention to detail and accuracy in completing tasks.
- Basic IT skills, including proficiency with Microsoft Office (Word, Excel, PowerPoint) and the ability to learn new software quickly.
- A proactive and enthusiastic attitude, with a willingness to learn and contribute to various departments.
- An interest in community development and public services.

Job Benefits

- Paid internship with competitive remuneration.
- Exposure to diverse roles and departments within local government.
- Professional development and training opportunities to enhance your skills.
- Access to a mentor who will guide you through the internship and provide career advice.
- Networking opportunities with professionals across various sectors within Merton Borough.
- A chance to contribute to real-world projects and make a positive impact on the local community.
- Certificate of completion and reference upon successful internship.
- Access to Merton staff benefits, including discounts on local services and travel.
- Flexible working arrangements, including potential hybrid working opportunities.

How To Apply

To apply for the Internship Placements Program 2025, please submit your CV and a cover letter detailing why you are interested in the role, how your skills and aspirations align with the program, and what you hope to gain from the experience. Applications should be submitted.

[Job Vacancies Portal Here:](#)