

<https://www.futureintern.online/job/manchester-city-council-internship/>

## Manchester City Council Internship Employer 2025 | Open Position

### Description

The Manchester City Council Internship and Apprenticeship Programme offers a unique opportunity for individuals to gain hands-on experience in a variety of public sector roles. As part of the program, you will contribute to key projects and initiatives that directly impact the local community. This is an excellent opportunity for those who are looking to develop professional skills in a dynamic and rewarding work environment.

### Responsibilities

- **Assist with daily administrative tasks** such as data entry, filing, and managing documentation.
- **Support department teams** in the delivery of key public services, including community projects, event planning, and outreach initiatives.
- **Participate in meetings** with senior staff and contribute to brainstorming sessions.
- **Conduct research and analysis** to support decision-making in public service areas.
- **Help maintain and update records**, databases, and internal systems.
- **Engage with local communities** through outreach and information dissemination.
- **Prepare reports and presentations** to showcase progress and findings.
- **Collaborate with cross-departmental teams** to ensure the smooth execution of council projects.

### Qualifications

- Minimum of **5 GCSEs** (or equivalent), including English and Maths.
- **A-Level qualifications** or equivalent higher education is desirable but not essential.
- **Currently studying or recently graduated** from a degree program in a relevant field (e.g., Public Administration, Social Sciences, Business, or similar).

### Experience

- No prior professional experience is required, though any experience in customer service, administration, or community work is advantageous.
- A keen interest in local government, public services, or community development is essential.
- Enthusiasm for learning and personal development in a public sector environment.

### Skills

- **Strong communication skills**, both written and verbal.
- **Organizational skills** with the ability to manage time effectively and meet

### Hiring organization

Manchester City Council Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Government Administration

### Job Location

Manchester, England, United Kingdom, M11,, Manchester,, England,, United Kingdom

### Working Hours

8

### Base Salary

400

### Date posted

December 13, 2024

### Valid through

09.12.2026

deadlines.

- **Problem-solving abilities** with a proactive attitude towards challenges.
- **Teamwork and collaboration:** ability to work well within a team and contribute ideas.
- **IT proficiency:** Comfortable with Microsoft Office Suite (Word, Excel, PowerPoint).
- **Attention to detail** and a methodical approach to tasks.

## Job Benefits

- **Competitive salary** based on apprenticeship rates.
- Access to **training and development opportunities** to enhance your skills and career.
- Potential to secure a **permanent position** within Manchester City Council upon successful completion of the program.
- **Flexible working hours** to accommodate study and personal commitments.
- **Paid holiday** and sick leave.
- **Mentorship and support** from experienced professionals to guide your career development.
- **Employee wellbeing programs** including health and fitness initiatives.
- Opportunities to get involved in **community projects** and build valuable work experience.

## How To Apply

To apply for the Manchester City Council Internship Employer 2025 Apprenticeship Program, please submit the following:

1. **Your CV** outlining your education, relevant experiences, and skills.
2. **A cover letter** (no more than 500 words) explaining why you are interested in the program, what you hope to gain, and how your skills align with the role.
3. **References** from any previous employment, volunteering, or academic mentors.

[Job Vacancies Portal Here:](#)