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Milton Keynes Council Internship Students Training 2025 Apply Now

Description

Milton Keynes Council is offering an exciting opportunity for students to join our 2025 apprenticeship program. These internships are designed for individuals eager to develop their skills and gain real-world experience in local government and public services. As an apprentice, you will contribute to key council projects, assist in community development efforts, and build your professional career within a leading local authority, all while benefiting from structured training and mentorship.

Responsibilities

- Assist in delivering council projects and initiatives across a variety of departments, including education, housing, transport, and community development.
- Provide administrative support, including managing databases, responding to queries, and handling documentation.
- Work closely with teams to support the planning and implementation of local policies and services that impact Milton Keynes residents.
- Help organize and attend community events, workshops, and meetings to engage with the local community.
- Participate in data collection and analysis, contributing to reports and research that inform decision-making.
- Support the communications team in preparing content for newsletters, social media, and other public-facing materials.
- Provide customer service to residents, addressing inquiries and assisting with day-to-day operations.
- Attend regular training sessions and workshops to develop your skills in public administration, project management, and service delivery.
- Contribute to the creation of presentations, reports, and proposals for ongoing and future council projects.

Qualifications

- Minimum of 5 GCSEs, including English and Mathematics, at Grade C or above (or equivalent).
- A-levels or equivalent vocational qualifications in relevant subjects such as public administration, business, or social sciences are desirable.
- An interest in local government, public services, and community development.
- Enthusiasm to learn and develop professionally within a public sector environment.

Experience

- No prior experience in local government or public services is required; however, any relevant work experience, volunteering, or community

Hiring organization

Milton Keynes Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Milton Keynes, England, United Kingdom, MK15,, Milton Keynes,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

December 13, 2024

Valid through

30.12.2026

involvement is beneficial.

- Previous experience in customer service, administration, or project-based work is advantageous but not essential.
- A willingness to contribute to team activities and demonstrate a proactive approach to learning.

Skills

- Strong communication skills, both written and verbal.
- Excellent organizational and time management abilities, with a keen attention to detail.
- Ability to work collaboratively in a team environment.
- Good problem-solving skills with a proactive attitude.
- Basic proficiency in IT systems, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle multiple tasks and meet deadlines.
- A positive attitude, with the ability to adapt to a variety of tasks and changing priorities.

Job Benefits

- Competitive apprenticeship salary.
- Comprehensive training, development, and mentorship programs.
- Opportunities to work on impactful local government projects that benefit the Milton Keynes community.
- A chance to network and build relationships with professionals in local government.
- Potential for a permanent role with Milton Keynes Council after completing the apprenticeship.
- Access to employee benefits, including health and wellbeing programs, and discounts on local services.
- Pension scheme and other benefits offered to employees.
- A supportive and inclusive work environment that values diversity and innovation.
- Flexible working arrangements (where possible).

How To Apply

To apply for the Milton Keynes Council Internship Students Training Apprenticeships for 2025, please submit your CV and a cover letter explaining why you are interested in the role, what you hope to achieve through this apprenticeship, and how your skills align with the responsibilities of the position.

[Job Vacancies Portal Here:](#)