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Norfolk County Council Internship Program For Supported 2025

Description

The Norfolk County Council Internship Program for Supported 2025 offers an exciting opportunity for individuals who require additional support in gaining experience within a public service setting. The internship is designed to provide valuable hands-on experience in a range of council services, with the aim of enhancing skills, building confidence, and developing professional networks. Interns will work alongside experienced professionals, contributing to projects and initiatives that positively impact the local community. This program is an ideal starting point for those looking to develop a career in public services or local government.

Responsibilities

- Provide general administrative support across various teams, including data entry, filing, and correspondence management.
- Assist in the preparation and delivery of community-based services, events, and projects.
- Support the development and implementation of policies, programs, and initiatives that aim to improve local services and outcomes.
- Conduct research and assist in preparing reports and presentations for senior staff or local authorities.
- Help organize meetings, including scheduling, note-taking, and following up on actions.
- Participate in training sessions and workshops to build personal and professional skills.
- Support colleagues in day-to-day tasks while adhering to council policies and procedures, including confidentiality, safeguarding, and data protection.
- Collaborate with other interns and staff members to contribute to various team projects.
- Provide excellent customer service, responding to queries from members of the public where appropriate, and ensuring a positive experience.

Qualifications

- Must be 18 years or older by the start of the program.
- No formal educational qualifications are required, but a strong interest in working in local government or public services is essential.
- Ideally, applicants should have completed GCSEs or equivalent qualifications in English and Mathematics.
- A willingness to learn and develop within a supportive and structured environment.

Experience

- Previous work experience is not required but will be considered an advantage.
- Any experience in volunteering, part-time roles, or community-based

Hiring organization

Norfolk County Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Norwich, England, United Kingdom,
NR7,, Norwich,, England,, United
Kingdom

Working Hours

8

Base Salary

10

Date posted

December 12, 2024

Valid through

11.12.2026

projects is beneficial.

- A desire to contribute to the local community and gain practical experience in public service.

Skills

- Strong communication skills, both written and verbal, with the ability to engage with different stakeholders.
- Good organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Basic IT skills, including the use of Microsoft Office and other common office software.
- A positive, can-do attitude and the ability to work well both independently and as part of a team.
- Empathy and sensitivity when dealing with members of the public and vulnerable individuals.
- Ability to follow instructions and seek guidance when required, while demonstrating initiative.

Job Benefits

- Paid internship with competitive compensation.
- Comprehensive training program to develop both technical and interpersonal skills.
- Mentorship and support from experienced Norfolk County Council professionals.
- A chance to build a network of contacts in the public sector.
- Opportunities for personal development through workshops, seminars, and career advice.
- Enhanced knowledge of public services and local government functions.
- Access to a range of employee benefits, including discounts, wellbeing initiatives, and more.
- Potential for future employment opportunities within Norfolk County Council upon successful completion of the internship.

How To Apply

To apply for the Norfolk County Council Internship Program for Supported 2025, please submit a CV along with a brief cover letter explaining why you are interested in the role, what you hope to gain from the program, and any relevant skills or experience you have. Applications should be submitted to For further information or to discuss reasonable adjustments, please contact our recruitment team .

[Job Vacancies Portal Here:](#)