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## North Somerset Council Internship Placements Training 2025

### Description

North Somerset Council is offering internship placements for 2025, providing a unique opportunity for individuals to gain valuable experience within local government services. This internship will allow participants to contribute to various departments and projects, supporting the council's mission to improve the quality of life for residents and the local community. Interns will be provided with comprehensive training, hands-on experience, and exposure to key areas of public service, preparing them for future careers in the public sector.

### Responsibilities

- Assist in day-to-day administrative tasks, including data entry, research, and report preparation.
- Support departmental projects and initiatives, providing practical assistance and contributing ideas to improve service delivery.
- Liaise with team members and external stakeholders to coordinate activities and ensure efficient workflow.
- Attend and actively participate in meetings, offering insights and helping to document outcomes.
- Help organize community engagement activities and outreach programs, assisting in communication efforts with residents.
- Assist in the analysis and interpretation of data, preparing summary reports and presenting findings where necessary.
- Contribute to digital projects, including social media and website content, and assist with the implementation of new systems and tools.
- Adhere to health and safety procedures and maintain confidentiality at all times.
- Participate in professional development sessions and training to enhance skills and knowledge in local government operations.

### Qualifications

- Currently enrolled in or recently graduated from a relevant degree or qualification program (e.g., Public Administration, Social Sciences, Business, Law, Environmental Studies, etc.).
- Candidates should have an interest in local government and public service.
- No prior professional experience is required, but a keen willingness to learn and contribute is essential.

### Experience

- Experience of working in team-based environments is desirable, but not mandatory.
- Any voluntary work, community involvement, or project-based experience is an advantage.
- Familiarity with office software such as Microsoft Office Suite (Word, Excel, PowerPoint) is desirable.

### Hiring organization

North Somerset Council Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Government Administration

### Job Location

Weston-super-Mare, England,  
United Kingdom, BS22,, Weston-  
super-Mare,, England,, United  
Kingdom

### Working Hours

8

### Base Salary

10

### Date posted

December 13, 2024

### Valid through

17.12.2026

- An interest in public policy, community development, or local government functions is beneficial.

## **Skills**

- Strong communication skills (both written and verbal).
- Good organizational skills and attention to detail.
- Ability to work both independently and as part of a team.
- Problem-solving and critical thinking abilities.
- Adaptability and openness to new learning experiences.
- Basic IT skills (e.g., Word processing, email, spreadsheets).
- Ability to manage multiple tasks and meet deadlines effectively.
- A proactive approach to tasks and willingness to contribute ideas.

## **Job Benefits**

- Paid internship opportunity.
- Full training and mentoring provided.
- Gain hands-on experience working with a local government authority.
- Opportunities to develop professional skills and expand your network.
- Support with career development and guidance from experienced professionals.
- Flexible working hours and hybrid working options (where applicable).
- Access to North Somerset Council's employee benefits, including discounts and wellbeing programs.
- A certificate of completion at the end of the internship, supporting your future career progression.

## **How To Apply**

To apply for the North Somerset Council Internship Placements Training 2025, please submit the following:

1. A current CV outlining your academic background and any relevant experience.
2. A cover letter explaining why you are interested in the internship, what you hope to gain, and how your skills align with the role.
3. A reference from a tutor, mentor, or previous employer.

[Job Vacancies Portal Here:](#)