

Norwich City Council Internship For New Hiring Opportunities 2025

Description

Norwich City Council is seeking motivated and driven individuals to join our internship program for 2025. This internship offers a unique opportunity for early career professionals to gain hands-on experience in local government and public services, contribute to meaningful projects, and build a foundation for future career growth. Interns will work closely with departments across the council, supporting various initiatives aimed at improving the community and driving innovation within local governance.

Responsibilities

- Assist in the delivery of key projects and initiatives within different departments, including community services, urban planning, sustainability, and public administration.
- Collaborate with teams to collect and analyze data, preparing reports and presentations for senior leadership.
- Support the development and implementation of community engagement strategies and public relations campaigns.
- Participate in meetings and contribute ideas to ongoing projects, offering a fresh perspective.
- Help with administrative tasks, including document preparation, filing, and coordinating internal communications.
- Attend training sessions and workshops to build a deeper understanding of local government operations and public service practices.
- Provide assistance in any other relevant duties as required by the department.

Qualifications

- Currently enrolled in or recently graduated with a degree (or equivalent qualification) in Public Administration, Political Science, Business, Environmental Studies, Social Sciences, or a related field.
- Strong academic record and a demonstrated interest in public service or local government.
- A valid right to work in the UK for the duration of the internship.

Experience

- Previous internship, volunteer work, or experience in a public sector, charity, or community-based organization is an advantage.
- Familiarity with project management, research, or administrative roles is a plus but not essential.
- A passion for making a positive impact in local communities.

Skills

- Strong verbal and written communication skills, with the ability to interact

Hiring organization

Norwich City Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Norwich, England, United Kingdom,
NR1,, Norwich,, England,, United
Kingdom

Working Hours

8

Base Salary

10

Date posted

December 12, 2024

Valid through

09.12.2026

with colleagues, senior managers, and the public.

- Analytical skills with the ability to interpret and present data.
- Problem-solving skills and the ability to work on multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with online collaboration tools.
- Excellent time management skills and ability to work independently and as part of a team.

Job Benefits

- A structured and supportive internship program with regular feedback and professional development opportunities.
- Opportunity to gain valuable experience in a local government setting, enhancing future career prospects.
- A stipend to cover travel expenses and other costs.
- Access to internal training programs and workshops to develop transferable skills.
- Networking opportunities within the public sector and with various stakeholders across Norwich.
- A friendly and inclusive work environment that encourages learning and growth.

How To Apply

To apply, please submit your CV and a cover letter detailing your interest in the internship program, along with your skills and experience relevant to the role.

Norwich City Council is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from all qualified individuals, regardless of background.

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