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Nottingham City Council Internship Current Opportunities 2025

Description

Nottingham City Council is offering exciting internship opportunities for 2025. This program provides an excellent opportunity for individuals seeking to develop their professional skills and gain valuable work experience in local government. Interns will work across various departments, contributing to key projects that support the Council's objectives to improve the lives of residents in Nottingham.

This internship is ideal for graduates or individuals seeking to expand their knowledge and expertise in public administration, policy development, community services, or urban planning. Interns will receive mentorship and training from experienced professionals while working on projects that directly impact the community.

Responsibilities

- Assist in the development and implementation of various departmental projects.
- Conduct research, gather data, and analyze information to support decision-making processes.
- Provide administrative support to departmental teams, including organizing meetings, preparing reports, and maintaining records.
- Support the creation of communications materials, including presentations, newsletters, and public notices.
- Engage with stakeholders, including local communities, partners, and external organizations.
- Help identify areas for improvement in current policies, services, and processes.
- Attend and participate in training sessions, meetings, and events as required.
- Contribute to the development of strategies aimed at improving council services and achieving key objectives.
- Work collaboratively with other interns and council staff to achieve project goals.
- Maintain confidentiality and adhere to Nottingham City Council's policies and procedures.

Qualifications

- A minimum of a Level 3 qualification (e.g., A-levels) or equivalent.
- A degree or equivalent qualification in a relevant subject area (such as Public Administration, Social Sciences, Urban Planning, Business, Law, etc.) is desirable but not essential.
- No prior experience is required, though some experience through voluntary work, placements, or personal projects is beneficial.

Experience

Hiring organization

Nottingham City Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Nottingham , England, United Kingdom, NG11 8SE,, Nottingham,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

December 12, 2024

Valid through

09.12.2026

- Previous experience in a professional, educational, or voluntary setting is desirable but not required.
- An understanding of local government functions and public sector services would be an advantage.
- Any experience in project management, research, or community engagement is also helpful but not essential.

Skills

- Strong written and verbal communication skills.
- Excellent organizational and time-management abilities.
- Ability to work effectively both independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong analytical skills with attention to detail.
- A proactive and positive attitude toward learning and problem-solving.
- Ability to engage with a wide range of people, including the public, colleagues, and stakeholders.

Job Benefits

- Paid Internship with a competitive salary.
- Mentorship and guidance from experienced professionals in the public sector.
- The opportunity to develop key skills in a dynamic, fast-paced work environment.
- Networking opportunities with senior leaders and other professionals.
- Access to professional development and training programs.
- The chance to make a tangible difference in the local community.
- Potential for future employment opportunities within Nottingham City Council.
- Flexible working arrangements, including opportunities for hybrid working.

How To Apply

To apply for an internship with Nottingham City Council, please follow the steps below:

1. Visit our careers page and navigate to the "Internship Opportunities 2025" section.
2. Complete the online application form and upload your CV and a cover letter detailing why you are interested in the internship and how your skills and experiences align with the role.
3. The closing date for applications is [insert closing date]. Interviews will be held .
4. Shortlisted candidates will be contacted for an interview. You will be informed of the outcome regardless of the interview decision.

[Job Vacancies Portal Here:](#)