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Portsmouth City Council Internship Opportunities 2025 Apply Now

Description

The purpose of these internship and apprenticeship roles is to offer hands-on experience in local government operations and help shape the future of Portsmouth. Participants will work alongside professionals in a variety of departments, gaining insight into public service, civic responsibilities, and community development. These opportunities are designed to provide real-world experience while supporting career development.

Responsibilities

- Assist in the delivery of projects and initiatives across various departments such as community services, education, planning, and environmental services.
- Support senior team members in conducting research, gathering data, and preparing reports for council meetings and decision-making processes.
- Participate in community engagement and outreach activities, including public consultations and awareness campaigns.
- Contribute to the development and implementation of local policies and strategies.
- Provide administrative support, including data entry, document management, and managing communications.
- Collaborate with cross-functional teams to assist in achieving departmental goals and objectives.
- Attend training sessions and workshops to enhance skills and professional development.

Qualifications

- Currently studying or recently completed a qualification in Public Administration, Business Management, Social Sciences, Urban Planning, Environmental Science, or a related field.
- A minimum of GCSE (or equivalent) qualifications, with strong grades in English and Maths.
- Evidence of commitment to personal and professional development.

Experience

- No previous professional experience is required, but some involvement in volunteer work, community service, or academic projects is desirable.
- Previous experience in an office environment or working in teams is an advantage.

Skills

- Strong communication skills, both written and verbal.
- Ability to work effectively both independently and as part of a team.
- Excellent organizational and time management skills.

Hiring organization

Portsmouth City Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Portsmouth, England, United Kingdom, PO6,, Portsmouth, England, United Kingdom

Working Hours

8

Base Salary

10

Date posted

November 19, 2024

Valid through

19.11.2026

- A good understanding of Microsoft Office applications (Word, Excel, PowerPoint).
- Problem-solving skills and a willingness to take initiative.
- Attention to detail and a commitment to delivering high-quality work.

Job Benefits

- Gain invaluable experience in local government and public services.
- Learn from experienced professionals and develop skills relevant to a wide range of careers.
- Competitive salary or apprenticeship wage (where applicable).
- Flexible working options (where applicable) and work-life balance.
- Access to training and professional development opportunities.
- Networking opportunities with leaders in the public sector.
- A chance to make a meaningful impact in the local community and improve the lives of Portsmouth residents.

How To Apply

To apply for one of Portsmouth City Council's internship or apprenticeship opportunities for 2025, please visit our online application portal at [Insert Website URL]. You will need to submit the following:

- An up-to-date CV detailing your educational background and any relevant experiences.
- A cover letter outlining your interest in the role, how your skills match the job requirements, and what you hope to achieve from this internship/apprenticeship.
- Contact details for two referees academic or professional.