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Wiltshire Council Internship Graduate Programme Supported 2025 In UK

Description

The Wiltshire Council Internship Graduate Programme is designed to offer recent graduates the opportunity to gain invaluable hands-on experience in local government operations. As part of the program, successful candidates will have the chance to work in various departments, develop professional skills, and contribute to meaningful projects that positively impact the local community. This is a unique opportunity to build a strong foundation for a career in public service while working within a supportive and dynamic environment.

Responsibilities

- Participate in projects and initiatives across multiple departments, such as community services, planning, environment, or finance.
- Assist in research, analysis, and reporting on key issues affecting the local community.
- Support the development and implementation of strategies aimed at improving services and operations.
- Provide administrative support, including managing schedules, meetings, and communications.
- Collaborate with team members to contribute to decision-making processes and policy development.
- Attend training sessions and workshops to develop skills and gain a deeper understanding of public sector operations.
- Actively contribute to team projects and community-based initiatives, ensuring deadlines are met and tasks are completed efficiently.
- Offer fresh ideas and a proactive approach to solving challenges faced by the Council.

Qualifications

- A recent graduate (within the last two years) with a relevant degree, ideally in fields such as Public Administration, Political Science, Environmental Studies, Business Administration, or similar.
- Strong academic background with a passion for public service and local government.
- Eligible to work in the UK and a UK resident.

Experience

- No prior professional experience is necessary, though any relevant voluntary work, internships, or part-time positions will be advantageous.
- Experience in research, customer service, administration, or teamwork will be beneficial but not essential.

Skills

- Strong communication skills, both written and verbal.

Hiring organization

Wiltshire Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Trowbridge, England, United Kingdom, BA14,, Trowbridge,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

November 27, 2024

Valid through

04.11.2026

- Excellent organizational and time-management abilities.
- Ability to work collaboratively within a team as well as independently.
- Proactive problem-solving skills and attention to detail.
- Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- A keen interest in local government and public service.
- Ability to adapt to a fast-paced, changing environment and manage multiple priorities.

Job Benefits

- A competitive salary with a structured pay progression.
- Comprehensive training and development opportunities, including mentoring and coaching from senior staff.
- A supportive and inclusive work environment with opportunities for networking and career progression.
- Flexibility in working arrangements, including options for hybrid or remote working where possible.
- 25 days of annual leave plus bank holidays.
- Access to an employee wellbeing program, including mental health support.
- Pension scheme and other employee benefits.
- The opportunity to make a real impact on local communities and gain transferable skills for future roles in the public and private sectors.

How To Apply

Interested candidates should submit their CV along with a cover letter detailing their interest in the programme and how their skills and experience make them a strong candidate. In the cover letter, please demonstrate your passion for public service, any relevant experience, and why you want to work with Wiltshire Council.

[Job Vacancies Portal Here:](#)