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Basildon Borough Council Internship Students Vacancies 2025 Apply Here

Description

Basildon Borough Council is excited to offer internship opportunities for students in 2025. This program aims to provide valuable work experience and insights into local government operations, contributing to both personal and professional growth. As an intern, you will work closely with different departments, gaining hands-on experience and supporting the Council's objectives to improve services for our community.

Responsibilities

- Assist with the development and delivery of key projects across various departments.
- Support the day-to-day operations of the department by providing administrative and logistical support.
- Engage in research activities, including data collection, analysis, and report writing.
- Collaborate with Council teams to help implement initiatives that enhance public services and community well-being.
- Contribute to the preparation of presentations, reports, and other documentation.
- Attend meetings, participate in brainstorming sessions, and provide input on ongoing projects.
- Perform any other related tasks as required by your department.

Qualifications

- Currently studying towards an undergraduate or postgraduate degree in a relevant field such as Public Administration, Local Government, Urban Planning, Environmental Studies, Business, or a related discipline.
- A strong interest in public service and local government operations.
- A proactive, self-motivated approach to tasks with a willingness to learn and contribute.

Experience

- No previous professional experience required, though prior involvement in community projects, student organizations, or relevant coursework may be beneficial.
- Experience in working in teams and a demonstrated ability to communicate effectively will be advantageous.

Skills

- Strong communication skills, both written and verbal.
- Good organizational and time management abilities.
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) or equivalent software.

Hiring organization

Basildon Borough Council
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Civic and Social Organizations

Job Location

Basildon, Essex, United Kingdom,
SS14 1HT, Basildon,, Essex,,
United Kingdom,

Working Hours

8

Base Salary

10

Date posted

February 26, 2025

Valid through

21.01.2026

- Analytical mindset with the ability to solve problems and provide creative solutions.
- Ability to work independently and as part of a team.
- Enthusiastic, with a positive attitude towards learning and development.

Job Benefits

- Paid internship with a competitive salary.
- Gain valuable, real-world experience working within a local government environment.
- Opportunity to develop skills and knowledge that will enhance your future career prospects.
- Mentorship from experienced professionals in the public sector.
- Networking opportunities and exposure to various Council departments.
- Flexible working arrangements to support your academic commitments.

How To Apply

To apply, please submit your CV and a cover letter detailing your interest in the internship, relevant skills, and why you are a suitable candidate. Please ensure you include any relevant coursework or experiences that demonstrate your suitability for the role.

[Job Vacancies Portal Here:](#)