

Bolton Council Internship Employments Vacancies 2025 In UK

Description

Bolton Council's Internship and Apprenticeship Program 2025 provides an exceptional opportunity for individuals eager to start their careers in local government, public service, and community development. Through this program, you will gain valuable experience working alongside professionals in a variety of departments such as administration, social services, public health, education, planning, and more. This is a fantastic opportunity to develop your skills, contribute to your community, and pursue a meaningful career in public service.

Responsibilities

- Provide administrative support to different departments including filing, data entry, preparing reports, and handling correspondence.
- Assist with customer service duties, responding to inquiries from the public via phone, email, or in-person.
- Participate in community engagement projects, helping to organise events, surveys, and outreach activities.
- Support the development and implementation of various public policies and initiatives that impact local residents.
- Contribute to the creation of communications materials such as newsletters, flyers, and social media content to keep the community informed.
- Work on project-specific tasks and assist project managers in delivering key initiatives within budget and deadlines.
- Learn about local governance, the decision-making process, and the various services Bolton Council provides to the public.
- Participate in departmental meetings and shadow senior staff to gain an understanding of different roles and functions within the council.
- Ensure adherence to council policies, procedures, and health & safety standards.

Qualifications

- GCSEs (or equivalent) in English and Mathematics (Grade C or above, or equivalent).
- Preferably working towards or already holding A-levels or vocational qualifications relevant to the public sector (e.g., business administration, social care, urban planning, etc.).
- No formal qualifications required for some apprenticeship positions, but a strong desire to work in local government and public service is essential.

Experience

- No formal work experience required, although any prior experience in customer service, administration, or community work is beneficial.
- A genuine interest in contributing to public services and local government initiatives is key.
- Previous volunteering or part-time work in a community or service-oriented

Hiring organization

Bolton Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Bolton, England, United Kingdom, BL1,, Bolton,, England,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

February 18, 2025

Valid through

30.01.2026

setting is desirable.

Skills

- **Communication:** Strong verbal and written communication skills with the ability to interact effectively with members of the public, colleagues, and stakeholders.
- **Customer Service:** A proactive attitude and the ability to provide excellent service to residents and service users.
- **Teamwork:** Ability to collaborate with diverse teams and contribute to a positive work environment.
- **Organisation:** Excellent organisational skills with the ability to prioritise and manage multiple tasks.
- **Problem-Solving:** Strong critical thinking skills and a willingness to tackle challenges and find solutions.
- **IT Literacy:** Basic computer skills, including proficiency in Microsoft Office (Word, Excel, Outlook), and a willingness to learn new software or systems.
- **Adaptability:** Able to work in a fast-paced environment and adjust to changing priorities.
- **Attention to Detail:** Careful and thorough in completing tasks and ensuring accuracy in documentation.

Job Benefits

- Competitive apprenticeship salary based on age and experience.
- Comprehensive training and development opportunities tailored to public sector roles.
- Mentorship and guidance from experienced professionals within the council.
- Exposure to a variety of departments and roles, providing a broad understanding of local government operations.
- Opportunities for career progression within Bolton Council and the wider public sector.
- Access to employee benefits such as health and wellbeing programs, pension schemes, and discounts at local businesses.
- Flexible working hours and the possibility of hybrid working in some roles.
- A supportive and inclusive working environment that values diversity and professional development.
- The chance to make a real difference in the local community through impactful projects and initiatives.

How To Apply

Interested candidates are invited to submit the following:

1. A current CV detailing your education, any relevant work or volunteering experience, and key skills.
2. A cover letter maximum 1 page explaining why you are interested in the Bolton Council Internship or Apprenticeship Program, what you hope to achieve, and how your skills and interests align with the role.
3. Complete an online application form via the Bolton Council Careers portal ensuring all required information is provided accurately.

[Job Vacancies Portal Here:](#)