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## Brent Council Internship Students Training For Program 2025

### Description

The Brent Council Internship Students Training Program offers an exciting opportunity for students to gain valuable work experience and professional development in a dynamic and diverse local government environment. Interns will work alongside experienced professionals, contribute to meaningful projects, and gain a deeper understanding of public service operations, policy development, and community engagement.

### Responsibilities

- Assist in the development and implementation of various projects across departments.
- Conduct research, data analysis, and prepare reports to support decision-making processes.
- Provide administrative support to team members, including scheduling meetings and maintaining records.
- Collaborate with internal teams and external stakeholders to gather information and feedback.
- Attend training sessions and workshops aimed at developing skills in public administration and local governance.
- Contribute to the preparation of presentations, reports, and proposals.
- Participate in team meetings and provide insights into project progress.
- Support public engagement efforts by participating in events, consultations, and community outreach activities.
- Undertake any other duties as required to support the objectives of the department.

### Qualifications

- Currently enrolled in an undergraduate or postgraduate degree program, or recently graduated (within the last year).
- A strong interest in public administration, local government, or community service.
- Ability to work effectively in a fast-paced, team-oriented environment.

### Experience

- Previous internship or voluntary work experience is desirable but not essential.
- Experience in research, analysis, or administrative tasks is an advantage.
- Exposure to community-based projects or public service initiatives would be beneficial.

### Skills

- Strong verbal and written communication skills.
- Ability to work independently and take initiative.

### Hiring organization

Brent Council Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Government Administration

### Job Location

Wembley, London, United Kingdom,  
HA0 2AL,, Wembley,, London,,  
United Kingdom,

### Working Hours

8

### Base Salary

10

### Date posted

February 20, 2025

### Valid through

11.01.2026

- Excellent organizational and time-management skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and basic data analysis tools.
- Analytical thinking and attention to detail.
- Ability to engage with diverse communities and stakeholders effectively.

### **Job Benefits**

- Paid internship (competitive salary based on experience).
- Gain hands-on experience in local government and public sector operations.
- Training and professional development opportunities.
- Networking with professionals in the public sector.
- Flexible working hours with the option for remote work.
- Mentorship and career guidance from experienced professionals.
- Opportunity to contribute to meaningful projects that impact the local community.

### **How To Apply**

To apply for the Brent Council Internship Students Training Program 2025, please submit the following documents:

1. A current CV maximum two pages.
2. A cover letter detailing your interest in the program and how your skills and experiences align with the roles.
3. A copy of your academic transcript or a reference letter from your university if applicable.