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Bury Council Internship Students Training For Vacancies 2025

Description

Bury Council is offering an exciting opportunity for students to gain valuable work experience through its 2025 Internship Program. This internship is aimed at students who are interested in local government operations and public service. Interns will receive hands-on training and mentoring, working across various departments within the council. The program is designed to help interns build professional skills, contribute to the community, and explore career paths in public administration, local government, and civic engagement.

Responsibilities

As an intern with Bury Council, you will have the opportunity to:

- Assist in the daily operations of council departments such as Community Services, Education, Housing, Environmental Services, and Economic Development.
- Support the preparation of reports, presentations, and communication materials for internal and external stakeholders.
- Participate in meetings and community engagement activities, providing input and assisting with event coordination.
- Contribute to research and data analysis projects, helping to shape council policies and services.
- Assist in the development and implementation of council initiatives, including social welfare programs, local events, and community outreach projects.
- Help in managing and responding to queries from the public, ensuring high levels of customer service.
- Provide administrative support including data entry, document filing, and scheduling.
- Observe and learn from experienced professionals about the inner workings of local government and public administration.
- Participate in training sessions, workshops, and other professional development opportunities.

Qualifications

- Must be currently enrolled in a secondary school, college, or university (ages 16-24).
- Interest in local government, public administration, or community development.
- A willingness to learn and develop professional skills in a government setting.

Experience

- No formal work experience required, although previous involvement in community service, volunteer work, or school projects related to public service is beneficial.

Hiring organization

Bury Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Bury, England, United Kingdom, BL0,, Bury,, England,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

February 18, 2025

Valid through

14.01.2026

- A demonstrated interest in local governance, civic engagement, or public policy would be an advantage.

Skills

- Strong written and verbal communication skills.
- Excellent organizational and time management abilities.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and basic office software (e.g., Word, Excel, PowerPoint).
- A proactive attitude with the ability to take initiative and solve problems.
- Attention to detail and a strong work ethic.
- A genuine interest in supporting local communities and improving public services.
- Basic research skills and the ability to analyze and present data.

Job Benefits

- Paid internship with competitive hourly wage.
- Comprehensive professional development and training opportunities.
- The chance to gain valuable experience working in local government.
- Mentorship from experienced council professionals.
- Opportunities to contribute to real-world projects that benefit the community.
- Access to networking opportunities with local government officials and other professionals.
- Development of skills and knowledge applicable to a wide range of careers in public service.
- A certificate of completion upon successful internship, enhancing your CV for future career prospects.

How To Apply

To apply for the Bury Council Internship – Students Training for Vacancies 2025, please follow these steps:

1. Visit the Bury Council Careers page and navigate to the Internship Opportunities section.
2. Complete the online application form with your personal details, educational background, and a brief statement explaining your interest in local government and what you hope to gain from the internship.
3. Upload your CV (resume) and a cover letter maximum 500 words outlining your skills, experience, and reasons for applying for the internship.

[Job Vacancies Portal Here:](#)