



<https://www.futureinterne.online/job/cardiff-council-internship/>

Cardiff Council Internship Graduate Scheme Training Opportunities 2025

Description

Cardiff Council is excited to announce its Internship Graduate Scheme and Apprenticeship opportunities for 2025. These schemes are designed to provide recent graduates and individuals interested in starting their careers with practical, hands-on experience in local government. Interns and apprentices will gain exposure to a variety of departments, contributing to the delivery of public services and community initiatives while developing valuable skills for future career growth in the public sector.

Responsibilities

- **Departmental Rotation:** Interns and apprentices will have the opportunity to work across multiple departments, gaining a comprehensive understanding of local government operations.
- **Project Assistance:** Support the management and delivery of key projects within the council, assisting with research, planning, coordination, and implementation.
- **Data Analysis and Reporting:** Help collect and analyze data, produce reports, and provide insights to support decision-making processes within the council.
- **Policy and Strategy Development:** Work closely with policy teams to support the creation, review, and implementation of local government policies and strategies.
- **Public Engagement:** Assist in community outreach initiatives, public consultations, and local engagement efforts to ensure council services meet the needs of residents.
- **Administrative Support:** Provide day-to-day administrative support, including document management, meeting preparation, and communication with stakeholders.
- **Professional Development:** Participate in training workshops, seminars, and mentoring opportunities to develop a deeper understanding of local government and public service work.

Qualifications

- **Internship Graduate Scheme:** Applicants must have completed a degree (or be in the final year) in any discipline, though degrees in public administration, business, social sciences, or related fields are preferred.
- **Apprenticeship Scheme:** Applicants must have completed or be working towards a relevant qualification, such as A-Levels, BTEC, or equivalent, or demonstrate the ability to work towards a professional qualification.
- **Essential:** A genuine interest in local government, public service, and community development.
- **Desirable:** Knowledge or coursework in public policy, public sector management, or community engagement.

Experience

Hiring organization

Cardiff Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Cardiff, Wales, United Kingdom, CF24,, Cardiff,, Wales,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

January 12, 2025

Valid through

14.01.2026

- **Internship Graduate Scheme:** No prior work experience is required, but previous internships, volunteering, or work experience in relevant fields (public sector, community service, project management, etc.) would be beneficial.
- **Apprenticeship Scheme:** No formal work experience required, but an interest in public services, administration, or project coordination is a plus.
- **Desirable:** Experience in working with diverse teams or interacting with the public volunteering or part-time work.

Skills

- **Communication:** Strong verbal and written communication skills, with the ability to communicate effectively with colleagues, stakeholders, and the public.
- **Organizational Skills:** Ability to manage multiple tasks, meet deadlines, and work in a structured and efficient manner.
- **Problem-Solving:** Ability to think critically, identify problems, and propose solutions to enhance operational efficiency.
- **Teamwork:** Demonstrates strong collaborative skills, with the ability to work effectively in team environments.
- **Attention to Detail:** A keen eye for detail and accuracy, particularly when handling data or preparing reports.
- **Adaptability:** Ability to work in a fast-paced, changing environment and to manage different tasks or priorities as needed.
- **IT Proficiency:** Familiarity with Microsoft Office applications (Word, Excel, PowerPoint) and the ability to learn new software tools.

Job Benefits

- **Competitive Salary:** A salary package that reflects the apprenticeship and internship scheme standards.
- **Training and Development:** Access to structured training programs, workshops, and seminars designed to enhance professional and personal growth.
- **Mentoring:** Support from experienced mentors and professionals within Cardiff Council to guide your development throughout the scheme.
- **Career Progression:** Opportunities to transition into a permanent role within Cardiff Council based on performance and business needs.
- **Public Sector Experience:** Valuable hands-on experience in local government operations, making a direct impact on the community.
- **Employee Benefits:** Access to council-wide benefits such as discounted gym memberships, healthcare options, and well-being programs.
- **Work-Life Balance:** Flexible working arrangements and generous annual leave entitlement.
- **Networking Opportunities:** Opportunities to meet and engage with professionals across different departments and sectors.

How To Apply

To apply for Cardiff Council's Internship Graduate Scheme & Apprenticeship Opportunities, please follow the instructions below:

1. **Online Application:** Visit the Cardiff Council careers website and complete the online application form.
2. **Submit CV and Cover Letter:** Upload your up-to-date CV and a cover letter explaining why you are interested in the scheme and how your skills, experiences, and goals align with the role.
3. **References:** Provide two references who can speak to your skills and

potential for success in the programme.

4. **Assessment:** Shortlisted candidates will be invited to participate in an assessment process, which may include interviews, a group exercise, and/or a skills-based task.
5. **Timeline:** Application reviews will take place after the closing date, and interviews will be scheduled promptly for successful candidates.