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City & County Of Swansea Internship Current Opportunities 2025 In UK

Description

The City & County of Swansea offers a diverse range of internship opportunities in 2025 to students, recent graduates, and those looking to develop their skills and experience in local government services. The purpose of these internships is to provide hands-on learning experiences, exposure to public sector projects, and the opportunity to make a meaningful contribution to the community while developing professional skills.

Responsibilities

- Support day-to-day operations in a designated department, assisting with ongoing projects and tasks.
- Conduct research and analysis to inform decision-making and policy development.
- Assist in preparing reports, presentations, and documentation for internal and external stakeholders.
- Engage with the public, responding to queries and providing information as needed.
- Attend team meetings and contribute ideas to improve processes and projects.
- Collaborate with other departments to support cross-functional initiatives.
- Organize and assist in events, workshops, and outreach programs related to the council's initiatives.
- Provide administrative support, including data entry, record-keeping, and filing.
- Help maintain and update online resources, websites, and databases.
- Participate in training and development opportunities as part of the internship.

Qualifications

- Currently enrolled in or recently graduated from a relevant degree or qualification program (e.g., Public Administration, Business, Social Sciences, Environmental Studies, Law, or similar).
- A strong interest in local government and public service.
- Strong academic record with a focus on relevant subjects.

Experience

- No prior experience is required; however, any work experience, volunteering, or involvement in community projects will be considered an advantage.
- Enthusiasm for gaining practical experience within local government and public sector services.
- Demonstrated interest or coursework in public administration, policy, social work, environmental management, or other related fields is beneficial.

Hiring organization

City & County Of Swansea
Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Swansea, Wales, United Kingdom,
SA1,, Swansea,, Wales,, United
Kingdom,

Working Hours

8

Base Salary

10

Date posted

January 11, 2025

Valid through

15.01.2026

Skills

- Excellent written and verbal communication skills.
- Strong organisational and time management abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to work independently and as part of a team.
- Attention to detail and the ability to manage multiple tasks simultaneously.
- Strong research, analytical, and problem-solving skills.
- A proactive attitude with a willingness to learn and take on new challenges.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Job Benefits

- Competitive internship salary (or stipend).
- Opportunity to gain valuable work experience in a public sector environment.
- Mentorship and support from experienced professionals.
- Networking opportunities with council staff and other stakeholders.
- Access to professional development and training opportunities.
- Insight into the workings of local government and public administration.
- Flexible working arrangements (depending on the role and department).
- The possibility of future employment within the City & County of Swansea after successful completion of the internship.

How To Apply

- Visit the City & County of Swansea website.
- Browse the available internship opportunities for 2025.
- Review the job description and requirements for each role.
- Complete the online application form and upload your CV and cover letter, outlining why you are interested in the internship and how your skills and experience make you a suitable candidate.

[Job Vacancies Portal Here:](#)