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Coventry City Council Internship Opportunities 2025 New Hiring

Description

Coventry City Council is excited to offer internship and apprenticeship opportunities for 2025, aimed at providing young professionals with hands-on experience and practical skills in local government and public sector services. These positions will offer valuable insight into the workings of the Council, providing support across various departments while helping to deliver essential services to the community. Successful candidates will gain experience that will enhance their career prospects within the public sector and beyond.

Responsibilities

- **Assisting with day-to-day operations** across various departments, including administration, project management, customer service, and more.
- **Supporting teams** in delivering key public services to the local community.
- **Assisting in research and report preparation**, providing insights and analysis to assist in decision-making processes.
- **Handling customer queries**, responding to emails, and providing high-quality service to residents and stakeholders.
- **Collaborating with colleagues** in the development of new initiatives and projects.
- **Attending training sessions** to improve knowledge of public sector operations and to develop key professional skills.
- **Contributing to the Council's social media** and communications, where applicable.
- **Assisting in organizing events** and community outreach programs.

Qualifications

- Must be aged 16 or over and eligible to work in the UK.
- No formal qualifications are required, but a commitment to learning and personal development is essential.
- If applying for an apprenticeship, applicants must not already hold a degree in the relevant field.

Experience

- Previous work or volunteer experience in customer service, administration, or community-based projects is desirable but not essential.
- A willingness to learn and adapt to new challenges.
- Demonstrates an understanding of the importance of public services and community engagement.

Skills

- **Strong communication skills** – both written and verbal.
- **Teamwork** – Ability to work well within a team and collaborate effectively with colleagues.

Hiring organization

Coventry City Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Coventry, England, United Kingdom, CV1,, Coventry,, England,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

January 9, 2025

Valid through

14.01.2026

- **Organizational skills** – Ability to prioritize tasks and meet deadlines.
- **IT proficiency** – Basic understanding of Microsoft Office applications (Word, Excel, PowerPoint).
- **Problem-solving skills** – Ability to approach tasks creatively and resolve challenges efficiently.
- **Attention to detail** – Ability to ensure accuracy in all tasks.

Job Benefits

- **Competitive salary** and holiday entitlement.
- **Full training** and personal development opportunities.
- **Mentorship** and support throughout the duration of the internship/apprenticeship.
- **Opportunity to work in various departments** within the Council, gaining broad experience.
- **Potential for future employment** within the Council after successful completion of the internship/apprenticeship.
- **Flexible working hours** to support work-life balance.
- **Access to employee benefits** including discounts, wellbeing support, and professional development schemes.

How To Apply

To apply for this exciting opportunity, please submit your **CV** and a **cover letter** outlining why you are interested in the position and what skills and experience you can bring to the role. Ensure that you specify which department(s) you are most interested in working with.

[Job Vacancies Portal Here:](#)