

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

Croydon Council Internship Training Opportunities 2025 | New Opening

Description

Croydon Council is excited to offer a range of internship training opportunities in 2025 for individuals eager to kick-start their careers through apprenticeships. These positions will provide hands-on experience, allowing interns to gain valuable skills and training in various departments such as public services, administration, project management, IT, customer service, and community engagement. Interns will work closely with experienced professionals, gaining insight into local government functions while contributing to the development of Croydon as a thriving community.

Responsibilities

- **Assisting in departmental tasks:** Support the day-to-day operations of various teams, assisting with administrative duties, project coordination, and customer service.
- **Project participation:** Assist in the delivery of projects that impact the local community, including event planning, public communications, and service improvements.
- **Data entry and management:** Support the collection, analysis, and management of data to improve decision-making processes.
- **Customer engagement:** Assist in delivering high-quality service to residents, businesses, and other stakeholders, responding to queries and providing information about council services.
- **Collaborating with teams:** Work closely with different departments within the council to contribute to cross-functional projects and initiatives.
- **Administrative support:** Help with the creation and maintenance of documents, reports, and presentations for internal and public use.
- **Training and development:** Participate in training sessions and professional development opportunities to gain new skills and competencies.
- **Community involvement:** Assist with local outreach initiatives, such as public meetings, consultations, and community events.
- **Compliance:** Ensure that all activities are carried out in compliance with Croydon Council's policies and legal regulations.

Qualifications

- A minimum of 5 GCSEs, including English and Mathematics (Grade 4 or above).
- A Level qualifications or equivalent in a relevant subject area (desirable but not essential).
- Further education or vocational qualifications in administration, public services, or a related field will be advantageous.

Experience

- No previous professional experience is required, but any experience in customer service, administration, or community-focused roles would be

Hiring organization

Croydon Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Croydon, England, United Kingdom,
CR0 0BY,, Croydon,, England,,
United Kingdom,

Working Hours

8

Base Salary

10

Date posted

January 9, 2025

Valid through

22.01.2026

beneficial.

- A keen interest in local government, public services, or community development is preferred.

Skills

- **Communication:** Strong verbal and written communication skills, with the ability to interact confidently with a range of stakeholders, including residents, colleagues, and external partners.
- **Organizational skills:** Strong organizational abilities with attention to detail and the ability to manage multiple tasks effectively.
- **IT skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable using a variety of digital tools and platforms.
- **Teamwork:** Ability to work effectively as part of a team, sharing ideas and contributing to the success of collective goals.
- **Problem-solving:** A proactive attitude with a willingness to learn and apply problem-solving techniques.
- **Customer service:** Friendly and approachable, with excellent customer service skills.
- **Time management:** Strong ability to prioritize tasks and meet deadlines in a dynamic environment.
- **Adaptability:** Flexible and open to new experiences, with the ability to adapt to different work environments and challenges.

Job Benefits

- **Paid Internship:** Competitive salary for apprenticeships, offering valuable work experience while earning.
- **Training and Development:** Access to structured learning and development programs to support your career progression.
- **Mentorship:** Ongoing guidance from experienced professionals who will help you navigate your apprenticeship journey.
- **Career Progression:** Opportunity for permanent employment or further career advancement upon successful completion of the apprenticeship.
- **Flexible Working:** Depending on the role and team, potential for flexible working arrangements.
- **Networking Opportunities:** Build connections with professionals and local government stakeholders.
- **Work Environment:** A supportive and inclusive work environment within Croydon Council, promoting professional growth.
- **Paid Annual Leave:** Entitled to holiday leave in line with apprenticeship terms.

How To Apply

1. **Application Process:**
 - Interested candidates are required to submit a CV and a cover letter detailing why they are interested in the internship, their skills, and what they can bring to Croydon Council.
 - Your cover letter should explain your motivation for applying and demonstrate your enthusiasm for public service or local government work.
2. **Submit Application:**
 - Applications should be submitted via the Croydon Council Careers website at.
3. **Interview Process:**
 - Shortlisted candidates will be invited for an interview, where you

may be asked to complete a skills assessment or participate in a group exercise.

- Interviews will be conducted on a rolling basis and may be in person or virtual.

[Job Vacancies Portal Here:](#)