

## Derby City Council Internship Placements Program For Employments 2025

### Description

Derby City Council is seeking enthusiastic and motivated individuals to join our **Employment 2025 Apprenticeship Program**. The program provides a valuable opportunity for individuals to develop key skills and gain practical experience in local government and public sector roles. As an apprentice, you will work alongside experienced professionals, contributing to a variety of projects and services that directly benefit the local community. This is an excellent opportunity for individuals passionate about public service and looking to build a career in local government.

### Responsibilities

As an apprentice, you will:

- **Assist in the delivery of employment-related services**, including supporting job seekers, local businesses, and community initiatives.
- **Participate in training sessions and workshops** to build skills in key areas such as communication, project management, and customer service.
- **Support the development of employment policies** and initiatives aimed at improving job opportunities within the community.
- **Provide administrative support** across different teams, including document preparation, data entry, and reporting.
- **Engage with local employers and job seekers**, offering guidance and advice regarding employment opportunities, skills development, and job applications.
- **Contribute to team meetings** and collaborate with colleagues across various departments on projects.
- **Monitor and report on key performance indicators** and progress towards departmental goals.
- **Shadow and assist senior staff**, gaining insights into public sector management and local government operations.

### Qualifications

- **Essential:**
  - GCSEs or equivalent in English and Maths (Grade C/4 or above).
  - A strong interest in working within local government or public sector services.
  - Enthusiasm for learning and professional development.
- **Desirable:**
  - A-levels or equivalent qualifications.
  - Previous experience in customer service or administrative roles (even if voluntary).

### Experience

- **Essential:**
  - No formal work experience required, but any voluntary or part-time work experience is advantageous.

### Hiring organization

Derby City Council Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Government Administration

### Job Location

Derby, England, United Kingdom, DE1,, Derby,, England,, United Kingdom,

### Working Hours

8

### Base Salary

10

### Date posted

January 8, 2025

### Valid through

17.01.2026

- A willingness to learn and apply new skills in a professional environment.
- **Desirable:**
  - Experience working in a team or providing customer-facing services.
  - Exposure to administration or office-based environments.

## Skills

- **Communication:** Strong written and verbal communication skills, with the ability to engage effectively with a range of stakeholders.
- **Organisational skills:** Ability to manage tasks, prioritize work, and meet deadlines.
- **Teamwork:** Ability to work effectively within a team environment, collaborating with colleagues at all levels.
- **Problem-solving:** Ability to identify issues and suggest solutions in a proactive manner.
- **Digital skills:** Comfortable using Microsoft Office (Word, Excel, PowerPoint) and other digital tools for reporting and communication.
- **Customer service:** Ability to assist and engage with service users in a professional, friendly manner.

## Job Benefits

- **Professional Development:** Access to training, mentoring, and career development opportunities.
- **Competitive Salary:** A competitive apprentice salary with the potential for salary progression.
- **Work-Life Balance:** Flexible working arrangements to help balance work and personal life.
- **Pension Scheme:** Access to a generous local government pension scheme.
- **Supportive Environment:** A supportive and inclusive workplace with opportunities to learn from experienced professionals.
- **Employee Wellbeing:** Access to employee wellbeing resources and initiatives.

## How To Apply

To apply for this exciting apprenticeship opportunity, please submit your application by following these steps:

1. **Visit our website:** Go to the Derby City Council careers page.
2. **Complete the online application form:** Ensure you fill in all required sections and provide details about your education and any relevant experience.
3. **Cover Letter:** Provide a cover letter explaining why you're interested in the Employment 2025 Apprenticeship Program and how your skills and interests align with the role.

[Job Vacancies Portal Here:](#)