



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

Dundee City Council Internship Training For Programme 2025 Vacancies

Description

Dundee City Council is offering an exciting opportunity for motivated and enthusiastic individuals to join its Internship Training Programme for 2025. The programme provides hands-on experience and development in various departments across the council. Interns will gain valuable skills, knowledge, and qualifications through structured learning and practical work, preparing them for successful careers in public service. The internships are designed for those who are passionate about making a difference and want to contribute to the local community.

Responsibilities

- Work closely with departments across Dundee City Council to support the delivery of public services.
- Assist with project planning, research, and implementation.
- Provide administrative support, including managing correspondence, documentation, and filing.
- Participate in team meetings, contributing ideas and feedback.
- Support in the development of reports, presentations, and proposals.
- Help manage day-to-day operations within the team, including assisting in tracking and reporting progress.
- Participate in training sessions to enhance skills and personal development.
- Engage with members of the public and stakeholders as required.
- Contribute to a range of initiatives, including community engagement and local projects.

Qualifications

- Applicants must have achieved, or be expected to achieve, a minimum of 5 National 4/5 qualifications (or equivalent).
- Specific qualifications may be required depending on the department (e.g., English, Maths, IT, or similar).
- The programme is open to individuals aged 16-24 who are not currently in full-time education or employment.

Experience

- No prior work experience is required. However, candidates should demonstrate a keen interest in public service and a willingness to learn.
- Any voluntary work, internships, or involvement in community-based activities will be considered advantageous.

Skills

- Strong communication skills, both verbal and written.
- Good time management and organizational skills.
- Ability to work as part of a team.

Hiring organization

Dundee City Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Dundee, Scotland, United Kingdom, DD3,, Dundee,, Scotland,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

January 7, 2025

Valid through

24.01.2026

- A proactive attitude with a desire to take on new challenges.
- Basic IT skills (e.g., word processing, spreadsheets, and email communication).
- Ability to engage effectively with a diverse range of individuals.

Job Benefits

- Competitive salary and benefits package.
- Full training and professional development opportunities.
- Exposure to various departments and career paths within the public sector.
- Mentoring and support from experienced staff.
- Chance to develop key transferable skills that are highly valued by employers.
- Opportunity for potential future employment within Dundee City Council upon successful completion of the programme.

How To Apply

Interested candidates should submit a completed application form along with a CV and cover letter outlining their interest in the Internship Training Programme and how they meet the required skills and qualifications. Applications should be submitted by the closing date.

[Job Vacancies Portal Here:](#)