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London Borough of Newham Summer Internship Training Program 2025

Description

The London Borough of Newham's Summer Internship Training Program 2025 Apprenticeship offers an exciting opportunity for young professionals to gain hands-on experience within a dynamic and diverse local government environment. This program aims to provide apprentices with valuable exposure to various departments, enabling them to develop the skills necessary to build a successful career in public service. The internship is designed for those passionate about contributing to community development and public policy while gaining insight into the operations of a local authority.

Responsibilities

As an apprentice, you will:

- Work alongside experienced professionals in different departments to gain practical experience in local government functions.
- Assist with day-to-day administrative tasks, including data entry, report generation, and research.
- Participate in team meetings and collaborative projects, contributing your ideas and learning from others.
- Develop an understanding of local government policies, processes, and service delivery.
- Engage with the community by assisting with outreach programs and public consultations.
- Assist with the preparation of presentations, reports, and other documentation.
- Receive training in core areas such as project management, leadership, and professional development.
- Take part in performance evaluations and feedback sessions to track progress and development throughout the apprenticeship.

Qualifications

- Aged 18-24 at the time of application.
- Minimum of 5 GCSEs (Grades A-C) or equivalent, including English and Mathematics.
- Applicants who are currently studying or have recently completed their A-Levels or equivalent qualifications are encouraged to apply.
- A genuine interest in local government, public service, and community development.

Experience

- No prior work experience is required. This apprenticeship is designed for individuals looking to start their career and gain professional experience.
- Any previous voluntary or work experience, particularly in customer service, administration, or community-related activities, is advantageous but not essential.

Hiring organization

London Borough of Newham Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

London, England, United Kingdom,, E1 8RU,, London,, England,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

December 14, 2024

Valid through

23.12.2026

Skills

- Strong communication skills, both written and verbal.
- Ability to work effectively as part of a team.
- Strong organizational skills and attention to detail.
- Ability to handle multiple tasks and manage time effectively.
- Willingness to learn and develop new skills.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- A proactive attitude with a willingness to take on new challenges.

Job Benefits

- Competitive salary in line with the apprenticeship pay scale.
- Comprehensive training and development opportunities.
- Mentorship and guidance from experienced professionals within the organization.
- A chance to build a network of contacts within the public sector.
- Opportunity to make a real difference in the community.
- The potential to secure full-time employment within the London Borough of Newham upon successful completion of the apprenticeship program.
- Access to employee benefits, including discounts, wellness programs, and more.

How To Apply

To apply for the London Borough of Newham Summer Internship Training Program 2025 Apprenticeship, please visit our official website and complete the online application form. Ensure that you include:

- A current CV outlining your qualifications and any relevant experience.
- A cover letter detailing why you are interested in the apprenticeship and what you hope to achieve during the program.
- Contact details of two referees.

[Job Vacancies Portal Here:](#)