

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

North Tyneside Council Internship Experience Employment 2025

Description

North Tyneside Council is offering an exciting opportunity for ambitious individuals to join the Internship Experience Employment (IEE) programme in 2025. This initiative is designed to provide practical work experience within local government, offering valuable insights into public sector operations, policy implementation, and community engagement. The role is ideal for those looking to develop their career in local government or public service and gain hands-on experience in a supportive and dynamic environment.

Responsibilities

- **Project Support:** Assist in the planning, coordination, and delivery of projects across various departments, ensuring that objectives are met on time and within budget.
- **Research and Analysis:** Conduct research and provide insights on key issues affecting the community, ensuring that reports and presentations are well-documented and relevant.
- **Customer Service:** Support the council's customer-facing services, assisting with queries and providing effective solutions to local residents.
- **Administrative Support:** Provide general administrative support, including scheduling meetings, preparing documents, and managing correspondence.
- **Event Organisation:** Assist in the planning and execution of community engagement events and council meetings.
- **Team Collaboration:** Work closely with colleagues across different departments, developing relationships with both internal and external stakeholders.
- **Reporting:** Produce and present regular progress reports, identifying challenges and proposing solutions to senior staff.
- **Learning and Development:** Participate in training sessions and development opportunities to enhance skills relevant to a career in public service.

Qualifications

- A minimum of 5 GCSEs (Grade C or above), including English and Maths, or equivalent qualifications.
- A current student, recent graduate, or someone with an interest in starting a career within local government, public services, or related fields.

Experience

- Previous experience in any office-based, administrative, or customer service roles is desirable but not essential.
- Experience in project work, volunteer roles, or community-based activities is an advantage.

Skills

Hiring organization

North Tyneside Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Cobalt Park, England, United Kingdom, NE27 0QJ,, Cobalt Park,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

December 12, 2024

Valid through

30.12.2026

- **Communication Skills:** Strong written and verbal communication skills with the ability to work effectively with a variety of stakeholders.
- **Organisational Skills:** Ability to manage multiple tasks, prioritise effectively, and meet deadlines.
- **Teamwork:** Demonstrates a collaborative approach, working well within a team environment.
- **Problem-Solving:** Ability to identify challenges and propose practical solutions.
- **IT Skills:** Competence in using Microsoft Office Suite (Word, Excel, PowerPoint) and other digital tools.
- **Attention to Detail:** Strong attention to detail in preparing documents and reports.
- **Adaptability:** Willingness to learn and adapt to new challenges and environments.

Job Benefits

- **Professional Development:** Access to training and development opportunities, including workshops and courses to help advance your career.
- **Mentorship:** Ongoing support and guidance from experienced professionals throughout your internship.
- **Networking Opportunities:** Build valuable relationships within the local government sector and the wider community.
- **Annual Leave:** Paid annual leave entitlement and public holidays.
- **Flexible Working:** Opportunities for flexible working arrangements where possible.
- **Employee Discounts:** Access to council employee benefits and discounts in local businesses.
- **Future Employment Opportunities:** Successful completion of the internship may open doors to future full-time employment within North Tyneside Council.

How To Apply

Interested applicants should submit the following:

1. **Cover Letter:** Outlining why you are interested in the Internship Experience Employment 2025 programme, your skills, and what you hope to achieve.
2. **CV/Resume:** Detailing your qualifications, work experience, and any relevant extracurricular activities or volunteering.
3. **References:** At least one academic or professional reference.

[Job Vacancies Portal Here:](#)