

## Norwich City Council Internship For New Hiring Opportunities 2025

### Description

Norwich City Council is seeking motivated and driven individuals to join our internship program for 2025. This internship offers a unique opportunity for early career professionals to gain hands-on experience in local government and public services, contribute to meaningful projects, and build a foundation for future career growth. Interns will work closely with departments across the council, supporting various initiatives aimed at improving the community and driving innovation within local governance.

### Responsibilities

- Assist in the delivery of key projects and initiatives within different departments, including community services, urban planning, sustainability, and public administration.
- Collaborate with teams to collect and analyze data, preparing reports and presentations for senior leadership.
- Support the development and implementation of community engagement strategies and public relations campaigns.
- Participate in meetings and contribute ideas to ongoing projects, offering a fresh perspective.
- Help with administrative tasks, including document preparation, filing, and coordinating internal communications.
- Attend training sessions and workshops to build a deeper understanding of local government operations and public service practices.
- Provide assistance in any other relevant duties as required by the department.

### Qualifications

- Currently enrolled in or recently graduated with a degree (or equivalent qualification) in Public Administration, Political Science, Business, Environmental Studies, Social Sciences, or a related field.
- Strong academic record and a demonstrated interest in public service or local government.
- A valid right to work in the UK for the duration of the internship.

### Experience

- Previous internship, volunteer work, or experience in a public sector, charity, or community-based organization is an advantage.
- Familiarity with project management, research, or administrative roles is a plus but not essential.
- A passion for making a positive impact in local communities.

### Skills

- Strong verbal and written communication skills, with the ability to interact

### Hiring organization

Norwich City Council Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Government Administration

### Job Location

Norwich, England, United Kingdom,  
NR1,, Norwich,, England,, United  
Kingdom

### Working Hours

8

### Base Salary

10

### Date posted

December 12, 2024

### Valid through

09.12.2026

with colleagues, senior managers, and the public.

- Analytical skills with the ability to interpret and present data.
- Problem-solving skills and the ability to work on multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with online collaboration tools.
- Excellent time management skills and ability to work independently and as part of a team.

## **Job Benefits**

- A structured and supportive internship program with regular feedback and professional development opportunities.
- Opportunity to gain valuable experience in a local government setting, enhancing future career prospects.
- A stipend to cover travel expenses and other costs.
- Access to internal training programs and workshops to develop transferable skills.
- Networking opportunities within the public sector and with various stakeholders across Norwich.
- A friendly and inclusive work environment that encourages learning and growth.

## **How To Apply**

To apply, please submit your CV and a cover letter detailing your interest in the internship program, along with your skills and experience relevant to the role.

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