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Sheffield City Council Internship Vacancies 2025 In United Kingdom

Description

Sheffield City Council is offering dynamic and engaging internship opportunities for 2025, aimed at providing valuable work experience to students and recent graduates. These internships offer a platform to contribute to the city's development while gaining insight into local government operations and honing your professional skills.

Responsibilities

Responsibilities will vary depending on the specific department, but may include:

- Assisting with project management and administrative tasks.
- Conducting research and preparing reports to support council initiatives.
- Engaging with local communities and stakeholders to gather input and feedback.
- Supporting events, workshops, or community programs.
- Contributing to policy development and implementation.
- Collaborating with team members to deliver key projects and services.
- Handling data entry, analysis, and maintaining accurate records.
- Undertaking any other duties related to the assigned department.

Qualifications

- Currently pursuing or recently completed a degree (undergraduate or postgraduate) in a relevant field such as Public Administration, Social Sciences, Environmental Studies, Business, or related disciplines.
- Strong interest in public service and local government.

Experience

- No prior work experience required; however, voluntary or academic project experience is advantageous.
- Experience in teamwork, problem-solving, or customer service is a plus.

Skills

- Strong verbal and written communication skills.
- Excellent organizational and time management abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Analytical thinking and problem-solving skills.
- Ability to work collaboratively in a team environment.
- A proactive and enthusiastic approach to learning and contributing.

Job Benefits

- Gain hands-on experience in local government operations.
- Opportunity to network with professionals and build a strong career foundation.

Hiring organization

Sheffield City Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Sheffield, England, United Kingdom, S20,, Sheffield, England, United Kingdom

Working Hours

8

Base Salary

10

Date posted

November 21, 2024

Valid through

04.11.2026

- Paid internships with competitive allowances.
- Access to training and professional development resources.
- Flexible working hours (where applicable).
- Enhance your CV and boost future employment prospects.

How To Apply

To apply, please follow these steps:

1. Prepare Your Application

- Update your CV and draft a cover letter highlighting your skills, qualifications, and interest in local government.

2. Submit Online

- Visit the Sheffield City Council Careers Portal and locate the “Internship Vacancies 2025” section.

[Job Vacancies Portal Here:](#)