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Torbay Council Internship Graduate Students 2025 Apply Online

Description

The Torbay Council Internship Graduate Students 2025 Apprenticeship provides a unique opportunity for recent graduates to gain hands-on experience within a dynamic public sector environment. This program is designed to help you develop essential skills, build your professional network, and launch your career in local government. You will work on key projects, contribute to the community, and receive support to achieve your professional aspirations. The apprenticeship offers a combination of practical work and formal learning, with the aim of providing you with a comprehensive understanding of local government operations.

Responsibilities

- Assist in the development, implementation, and management of various public sector initiatives.
- Work closely with different departments to support service delivery and community engagement.
- Participate in team meetings and contribute to brainstorming sessions for new projects.
- Conduct research and analysis to support the development of reports and presentations.
- Provide administrative support to senior staff and help with the coordination of events and initiatives.
- Manage and prioritize tasks, ensuring deadlines are met and quality is maintained.
- Shadow experienced professionals in various roles to enhance your understanding of local governance.
- Take part in relevant training and development opportunities to expand your knowledge and skills.
- Build and maintain relationships with stakeholders, including other departments, residents, and community groups.

Qualifications

- A recent graduate (within the last 2 years) with a degree in any discipline (preferably in public administration, business, or social sciences, though not essential).
- A strong interest in local government and public service.
- A commitment to learning and professional development.

Experience

- No prior work experience is required, though any internships, part-time jobs, or volunteer work that demonstrate transferable skills will be considered advantageous.
- Experience working in a team environment or in a customer-focused setting is desirable.

Hiring organization

Torbay Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Torquay, England, United Kingdom, TQ1,, Torquay,, England,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

November 24, 2024

Valid through

12.11.2026

Skills

- Strong communication skills (both written and verbal).
- Excellent time management and organizational skills.
- Ability to work effectively as part of a team and independently when required.
- A proactive attitude and eagerness to learn.
- Basic IT skills, including familiarity with Microsoft Office Suite (Word, Excel, PowerPoint).
- Analytical skills with the ability to present information in a clear and concise manner.
- Ability to adapt to changing priorities and work under pressure.
- A positive and professional attitude towards all tasks.

Job Benefits

- Competitive apprenticeship salary.
- Opportunities for career progression within Torbay Council.
- A structured development program including training and mentoring.
- Access to a wide range of learning and development opportunities.
- 25 days of annual leave (pro-rated) plus bank holidays.
- Pension scheme enrollment.
- Flexible working arrangements.
- A supportive and inclusive working environment.

How To Apply

To apply for the Torbay Council Internship Graduate Students 2025 Apprenticeship, please follow these steps:

1. Visit our website to access the application form.
2. Complete the application form, providing details of your education, experience, and why you're interested in this apprenticeship.
3. Attach your most recent CV and a cover letter explaining why you are a suitable candidate for the role.

[Job Vacancies Portal Here:](#)