

## Wakefield Council Internship Students Training Opportunities 2025

### Description

Wakefield Council is offering exciting Internship and Apprenticeship opportunities for students in 2025, designed to provide valuable work experience and professional development within local government services. This programme is perfect for those seeking to make a difference in their community while gaining practical skills and insight into the workings of a public sector organisation. Interns and apprentices will support various council departments, contributing to impactful projects that enhance the quality of life for residents in Wakefield.

### Responsibilities

- Work closely with council teams across various departments, assisting in the delivery of key public services and initiatives.
- Support the research, planning, and development of new projects and services for local communities.
- Assist with the preparation of reports, presentations, and other documents for both internal and external stakeholders.
- Participate in meetings and take notes, offering ideas and suggestions to improve services or processes.
- Provide general administrative support, including managing calendars, scheduling meetings, and responding to queries.
- Engage in training and development opportunities, including workshops, seminars, and team activities.
- Assist in the collection, analysis, and reporting of data to support decision-making and policy development.
- Contribute to the creation of communications materials, such as newsletters, social media posts, and flyers, to inform the public about council services.
- Ensure all tasks are carried out in accordance with Wakefield Council's policies, particularly in relation to confidentiality, health and safety, and data protection.

### Qualifications

- Applicants should be currently enrolled in or have recently completed a relevant educational programme (e.g., A-levels, degree, or vocational qualification).
- Specific qualifications may vary depending on the department or area of interest, but a strong academic background in a relevant field is preferred.
- For apprenticeship roles, applicants should have a minimum of GCSEs (or equivalent) in English and Maths.

### Experience

- No formal work experience is required, although candidates with any prior experience in customer service, office administration, or volunteering in a public service setting will be at an advantage.

### Hiring organization

Wakefield Council Internship

### Employment Type

Intern

### Duration of employment

6 Months

### Industry

Government Administration

### Job Location

Wakefield, England, United Kingdom, WF2,, Wakefield,, England,, United Kingdom

### Working Hours

8

### Base Salary

10

### Date posted

November 27, 2024

### Valid through

20.11.2026

- Experience in working within a team, managing tasks, and meeting deadlines will also be beneficial.

## **Skills**

- Strong written and verbal communication skills.
- Ability to work effectively both independently and as part of a team.
- Good organisational skills with the ability to manage multiple tasks.
- Attention to detail and ability to follow instructions accurately.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Ability to learn new software and systems quickly.
- Strong interpersonal skills and the ability to build relationships with a range of stakeholders.
- A proactive and enthusiastic attitude, with a willingness to take on new challenges.

## **Job Benefits**

- Competitive salary or apprenticeship wage.
- Comprehensive training and development, including mentorship and guidance from experienced professionals.
- Opportunity to gain valuable public sector experience that can enhance your CV and career prospects.
- Flexible working hours and arrangements, depending on the role and department.
- Access to a range of benefits, including discounts on local services, employee well-being programs, and pension schemes.
- Potential for full-time employment after completing the apprenticeship or internship programme, subject to performance and business needs.
- A supportive and inclusive working environment, with opportunities for personal and professional growth.

## **How To Apply**

To apply for the Wakefield Council Internship and Apprenticeship Opportunities 2025, please visit the Wakefield Council careers page and complete the online application form. You will be required to upload your CV and a cover letter, detailing why you are interested in the role, your relevant skills and experience, and your passion for working in local government.

[Job Vacancies Portal Here:](#)