

West Lothian Council Internship Graduate 2025 | Open Position

Description

West Lothian Council is seeking dynamic and motivated graduates to join our Internship Graduate Programme 2025. This is a unique opportunity to gain practical experience within local government, contributing to projects that make a real difference in our communities. The internship will provide valuable insights into the workings of a local authority, alongside personal and professional development.

Responsibilities

As a Graduate Intern, you will:

- Assist in the development and implementation of key projects within various departments, such as community services, economic development, education, housing, and more.
- Conduct research and analysis to support decision-making processes, producing reports and recommendations for senior management.
- Collaborate with teams to improve service delivery and enhance community engagement.
- Support the planning and execution of events, initiatives, and public consultations.
- Gain exposure to project management, policy development, and customer service functions.
- Attend training sessions, workshops, and networking events to enhance your professional skills.
- Participate in performance reviews and contribute to team meetings.

Qualifications

- A degree or equivalent qualification in any subject (required). Graduates from all disciplines are encouraged to apply.
- An interest in local government, public policy, or community development is desirable but not essential.

Experience

- No prior work experience is required, but any previous experience in a work environment (internships, volunteering, part-time jobs) will be an advantage.
- Demonstrable interest in public service and community development is desirable.

Skills

We are looking for candidates with the following skills:

- Strong analytical and problem-solving skills.
- Excellent written and verbal communication abilities.
- Ability to work effectively both independently and as part of a team.
- Strong time management and organizational skills with the ability to manage multiple tasks.

Hiring organization

West Lothian Council Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Livingston, Scotland, United Kingdom, EH53,, Livingston,, Scotland,, United Kingdom

Working Hours

8

Base Salary

10

Date posted

November 27, 2024

Valid through

26.11.2026

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- A positive, can-do attitude with a willingness to learn and develop.
- Ability to adapt to new challenges and work in a fast-paced environment.

Job Benefits

- **Salary:** Competitive salary as per the terms of the Internship Graduate Programme.
- **Learning and Development:** Access to a wide range of professional development opportunities, including training and mentoring.
- **Networking:** Opportunities to build a professional network within local government and related sectors.
- **Annual Leave:** 25 days of annual leave (pro-rated for the internship duration).
- **Pension Scheme:** Access to the Local Government Pension Scheme.
- **Wellbeing Support:** Employee assistance program, and a variety of health and wellbeing initiatives.
- **Flexible Working:** Potential for flexible working hours where applicable.

How To Apply

To apply, please submit your CV and a cover letter outlining why you are interested in the position and how your skills and qualifications make you a suitable candidate. Ensure your application clearly demonstrates your passion for local government and your career aspirations.

[Job Vacancies Portal Here:](#)