



Internship Programme 2024

Placement information:

Directorate: Families and Communities
Team: Families and Communities
Duration: 12 weeks

Description of directorate:

Families and Communities as a Directorate covers Families and Communities, Housing Options and Homelessness, Customer and Digital Services – principally, this is all about the welfare of our communities within West Suffolk. Working alongside other public sector partners to address issues such as homelessness and to ensure that residents and businesses are supported in the best way possible and as a council we are well placed to face future challenges.

What does the team do?

Our team of dedicated Families and Communities Officers cover the whole of West Suffolk and can help people wishing to make a difference in their communities in many different ways, including help to:

- identify projects and activities
- set up a group or project by providing advice and information
- build on strengths and confidence and help to identify and make the most of assets in the community
- link individuals, groups or organisations to share experiences and expertise
- look for sources of funding to support projects
- access data and information to support community projects
- arrange public consultations
- publicise activities and successes

Each Families and Communities Officer has a locality and a specialism, which is an area of work relating to a specific group of people or activities that they lead on across the west Suffolk area. These include grants, families, young people, vulnerable groups, anti-social behaviour, community safety and health and wellbeing. Through these specialisms, our officers have specific knowledge and experience which they use to support the team, councillors and communities.

What is the team currently working on and potential areas of work for the intern?

- Youth Provision
- Alliance – Health and Social Care
- Community Chest – funding for voluntary and community organisations

- Community Centres
- West Suffolk Disability Forum
- Town and Parish Forum
- Holiday Activities and Food Programme
- Suffolk Climate Partnership
- Crucial Crew

What is the role of the Intern within the team?

- Help organise community or school events.
- Assist in organising, preparing and delivering Crucial Crew, with the support of the team.
- General office administration.
- Attending meetings on a range of topics relating to health and social care, children's services, leisure and culture.
- Data collection and input.
- Research, analyse and report writing.

What areas of study, skills or interests are relevant to this role? Are there any specific requirements?

No specific requirements but an interest in community development is essential.

May be of interest to:

- Health and Social care students
- Sociology students
- Psychology students
- Anyone enthusiastic about a career in care, public health, community or social work