



Internship Programme 2024

Placement information:

Directorate: Families and Communities
Team: Housing Options and Homelessness
Duration: 12 weeks

Description of directorate:

The Families and Communities Directorate includes Families and Communities, Housing Options and Homelessness, and Customer and Digital Services – principally, this is all about the welfare of our communities within West Suffolk.

What does the team do?

The Housing Options and Homelessness team provide support, advice, and assistance to households in housing need. Working with the Housing Options and Homelessness Team will give you the opportunity to experience a workplace environment encompassing a diverse and stimulating range of services and roles designed to address housing need and prevent homelessness.

The service is split into five categories of choice based lettings, advice and prevention, solutions, temporary accommodation, and the rough sleeper service. The role will be varied gathering experience in all aspects of housing.

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

The intern will benefit from time with each of our teams to understand the customer journey. We will have specific projects they can be involved with, previous projects have included refurbishment of temporary accommodation, updating referral processes and preparing for rough sleeper counts.

What is the role of the Intern within the team?

The placement will be varied and challenging that is highly rewarding and will provide experience in a range of subject matters, tasks may include:

- research and consultation and reporting your findings.
- interpreting government policy.
- supporting the development of innovative initiatives.
- working closely with internal and external partner agencies.
- dealing with communications to staff and customers.

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

The ideal candidate will be studying to degree level in a humanities subject. However, we will consider undergraduates from all disciplines who demonstrate an interest in working with communities and have an interest in community development and housing.

Good ICT and communication skills are essential together with the ability to work both within a team and independently.

The ability to manage conflicting demands, a desire to work with and communicate with people at all levels, a passion for making a difference and a personable and confident approach, combined with a willingness to learn will enable you to get the most from your internship.