



## Apply here

### Start date

Flexible

### Duration

6 months

### Languages

Good spoken and written English levels are required (B2 onwards)

### Location

Belfast, Northern Ireland

Belfast is the capital city of Northern Ireland and over recent years has seen a period of significant regeneration and growth. The birthplace of the Titanic, this vibrant city has a buzzing nightlife and social scene with many cultural events taking place throughout the year. Close to beautiful countryside and the famous Giant's Causeway, Belfast has something to suit all tastes.

### Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

### Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

## Role

This is a great opportunity for a confident communicator studying a Business or HR related degree to gain practical experience in this fast-paced environment. Mentored throughout, you will be responsible for the management and documentation of the interview process for incoming students. You will also be involved in group meetings and day-to-day support of international participants. Working in a young team and given early responsibility, this will be a great addition to your CV and solid foundation for your future career.

## Tasks

- Managing the interview process of future participants, including CV checking, conducting skype interviews and writing candidate profiles
- Creating information documents for future participants, including their work placement and travel instructions
- Conceptual work on our induction process for incoming students
- Assisting with group meetings and airport pick-ups
- Processing further enquiries of participants during their stay in the UK, e.g. booking taxis, giving advice on bank accounts, doctor appointments, UK SIM cards, etc.
- Handling paperwork related to EU grand funded projects
- Organising activities for teachers' mobility
- Giving presentations to teachers on various topics related to our work, programs and international mobility in general

## Desired Skills

- Communications, International Relations and HR or Business Administration background
- Work experience or activities outside formal education
- Knowledge of EU international mobility schemes
- Proactive and communicative personality with organisational skills
- Good eye for detail
- A flexible approach
- Good knowledge of Microsoft packages, especially Outlook, Word and Excel
- German/Polish language skills, would be a bonus

## The Host Company

The host company is a specialist in delivering mobility projects in the framework of Erasmus+ and Lifelong Learning Programmes. Established over 16 years ago, they have hosted thousands of participants from all over Europe, giving them great working experiences with local companies in Belfast. Turning over £1million and now expanding into Scotland, this company is going from strength to strength. With a family atmosphere and work hard, play hard ethos, you are guaranteed a great experience.