



ESPA

Project Coordination and Communications Internship

(BRIPC0811)

Apply here

Start date

January 15th 2018

Duration

6 months

Languages

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

Location

Sunbury-on-Thames, England

A bustling town with a riverside village heart, Sunbury-on-Thames offers the perfect launch pad for exploring the River Thames and surrounding area. Only 40 minutes by rail from Central London, you can experience the delights and attractions of our capital city before retiring to the more laid-back life of this London suburb with its numerous eateries and pleasant atmosphere.

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 an outstanding opportunity for a confident communicator to assist in the modernisation of this huge business and ensure all employees are kept informed and have a voice in the company's future. Mentored throughout, you will be involved in the coordination of multiple projects, and responsible for the distribution of information to HR professionals globally for them to convey to employees in their regions. This project will be a great addition to any CV and potential launchpad to a fulfilling career.

Tasks

- Coordination of several projects simultaneously
- Distribute information to over HR professionals globally
- Develop strategies to distribute information efficiently and accurately to suit a multicultural, multi-generation workforce
- Assist in the development of a listening strategy to ensure an open-door policy for employees to have their say
- Communicate effectively to ensure employees understand the reasons behind the projects

Desired Skills

- Excellent communication skills
- Highly organised
- An interest in intercultural relations
- A good understanding of Digital communication techniques
- Ability to multitask
- Good presentation skills
- Experience in Business a bonus

The Host Company

The host is a global energy company operating in over 72 countries and with 75 000 employees worldwide. A major producer of Oil and Gas, they are also responsible for manufacture of fuels and raw materials used in thousands of everyday products. With sales and operating revenue of \$183 billion at the end of 2016, they are also investing heavily in alternative energy to help lower carbon emissions threatening the future of our planet. To ensure continued future success, they are looking to modernise areas of the business by focusing on digital technologies with the objective of better operational efficiency and effectiveness. Working in a multicultural environment on a beautiful modern campus, an internship with this host is guaranteed to be a fulfilling experience.