



6 Month Project Management Internship

NIFPM0904

PLEASE READ CAREFULLY BEFORE CONTINUING.

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students in the UK. We work closely with our host companies to ensure the positions provide students with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

BENEFITS: ESPA is free for students. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 600-700€ per month, which is more than the average salary for an intern in most EU countries.**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

The Host Company

This independent, non-profit, non-governmental organisation is a local member of an international network of cities emerging from conflict. The company focuses its work to facilitate cooperation between organisations while working for a shared society, which is seen as normal in a culture of respect among all individuals and identities.

Role

The successful candidate will assist members of this organisation in the delivery of pledges made by city delegations at the conclusion of its last event of its global members. As result of these decisions, the nature of these projects can be very wide so the right candidate will assist and develop the necessary procedures in order to get these projects to an end and giving the desirable results.

Duration

6 months

Location

Belfast is the capital and largest city of Northern Ireland. With a population of 300 000 it is a very dynamic city.

Languages

Good written and spoken English (B2/C1), native Arabic or Serbian would be beneficial.

Start date

June 1st, 2015.

Tasks

- Stay on top of the different potential projects that may be given.
- Make substantial connections that help with the project and its nature.
- Ensure correspondence and be ready to give results.
- Assist in securing project funding; write grant applications.
- Setting and delivering individual project timelines.
- Liaise between organisation's Secretariat and organisation's member cities across Europe/Africa/Asia.
- Assist in design and winning support for organisation's projects.
- Monthly progress reports.
- Online meetings (Skype, Google Hangouts).

Personal Skills

- The Project manager intern will be highly motivated, enthusiastic, focussed and self-driven
- Commitment to the organisation's values and goals
- Understanding of societies emerging from conflict, priorities and processes
- Awareness of social and cultural sensitivities in a global context
- Ability to prioritise work to agreed deadlines
- A professional demeanour in all engagements; strong interpersonal skills
- Skilled in use of communication technologies
- Report writing; to articulate complex topics concisely and imaginatively
- Previous project management experience

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/register-with-us>

STEP 2) Please, send an email to madeline@espauk.com with the reference code NIFPM0904 attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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