

### APPLICATION FORM: GLOBAL TRAINING PROGRAMME 2016-2017 – INTERNSHIP INFORMATION

CORPORATIVE INFORMATION		
Name of the company	Business in the Community	
Contact Person	Sue Adkins	
Location	Country	United Kingdom
	City	London
	Address	137 Shepherdess Walk N1 7RQ
Sector	Corporate Responsibility and sustainability	

PROPOSED INTERNSHIP INFORMATION	
Number of trainees to host	1
Extension time (extra months and salary)	Extra months (2, 3 or 4 months) 4 TBC if an extension takes place-To be agreed
OPTIONAL  SEE DOCUMENT: "FORM 2_Global Training 2015 extension preliminary agreement"	Monthly payment for extra months (between 0-1024€/month) To be agreed

INTERNSHIP/PLACEMENT INFORMATION	
Department (in case you want more than 1 trainee, indicate the different departments where they will work)	International Team
Description of project/activities (in case you want more than 1 trainee, indicate the different projects/activities on which they will work)	<p><b>Research</b></p> <ul style="list-style-type: none"> <li>- Supporting the International Team members in the campaign work on:</li> <li>- The Global Mega Trends</li> <li>- Sustainable Development Goals (SDGs)/Global Goals</li> <li>- Research tasks including desk research, data analysis</li> <li>- Drafting research reports</li> <li>- Supporting the programme managers with examples of best practice and compiling case studies to profile these</li> <li>- Identifying and leveraging key data sources</li> <li>- Drafting abstracts and synthesising key reports and documents</li> <li>- Draft 'White papers' (an authoritative report or guide) on key topics for example international perspectives on CSR or aspects thereof.</li> </ul>



	<p><b>Event support</b></p> <ul style="list-style-type: none"> <li>- Supporting team events including administration, updating delegate lists, creating name badges, managing attendees and preparing delegate packs</li> <li>- Providing logistical support at events</li> <li>- Supporting to set up webinars using the Go To Webinar and Go To meeting systems</li> <li>- Producing event evaluation reports from feedback received</li> </ul> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• Supporting to manage international web presence on: <ul style="list-style-type: none"> <li>○ BITC's international web-pages</li> <li>○ CSR360 Global Partner Network (CSR360 GPN) website (i.e. daily updating of news, events, resources and updating partner profiles as administered by the team administrator)</li> <li>○ ENGAGE Toolkit</li> </ul> </li> <li>• Planning, managing and delivering the quarterly CSR360 Global Partner Network online newsletter including: <ul style="list-style-type: none"> <li>○ Contacting the partners for contributions</li> <li>○ Editing and uploading the content to the website</li> <li>○ Compiling and writing the newsletter using the Mailchimp software</li> <li>○ Planning the content for approval</li> <li>○ Creating surveys using Survey Monkey and helping to analyse and evaluate the results</li> </ul> </li> <li>• Drafting communications for contributions to other communications channels both internal and external such as BITC members news, CSR Europe, Business Fights Poverty etc</li> <li>• Partner specific Communications <ul style="list-style-type: none"> <li>○ Supporting with partner surveys using Survey Monkey and other tools, and general email updates</li> <li>○ Ensuring that partners link to CSR360 Global Partner Network and display the logo</li> <li>○ Ensure partner details and logos are up to date on the CSR360 GON website</li> <li>○ Administration of webinar programme in collaboration with the International Team members with different members of the team taking responsibility for particular webinars</li> <li>○ Overview and updating of partner contact lists</li> </ul> </li> </ul>
<b>COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS</b>	
<b>Requested profile(s) information</b> (Studies, previous experience, language skills, other skills...)	<ul style="list-style-type: none"> <li>- Excellent written and spoken English</li> <li>- Strong communication skills</li> <li>- Confident and effective organisational, planning, prioritisation and time management skills</li> <li>- Ability to work well within a team as well as independently</li> <li>- Can work on own initiative</li> </ul>



**GLOBAL  
TRAINING**



	<ul style="list-style-type: none"><li>- Has a drive – has a 'can do' attitude</li><li>- Experience of working with business desirable</li><li>- Knowledge or demonstrable interest in corporate responsibility and sustainability issues desirable</li><li>- Experience of compiling and analysing data and producing reports</li><li>- Excellent knowledge of Microsoft Word packages including Word, Excel, PowerPoint and Outlook</li><li>- A bachelor's degree in any of the following; Research, Media, Communications, CSR, Business, International Development.</li></ul>
<b>Other commentaries</b>	<p>The role will include a lot of desk based research, written communications, event support and social media.</p> <p>The candidate will need to be able to multi-task, work on their own initiative and prioritize their own workload.</p>