



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

CORPORATIVE INFORMATION		
Name of the company		UBS
Contact Person		PATRICIA HERNANDEZ SOTO
Location	Country	UK
	City	LONDON
	Address	1-2 Finsbury Avenue, London EC2M 2PP
Sector		

PROPOSED INTERNSHIP INFORMATION		
Number of trainees to host		1
Extension time (extra months and salary) OPTIONAL <u>SEE DOCUMENT:</u> "FORM 2_Global Training 2015 extension preliminary agreement"	Extra months (2, 3 or 4 months)	To be decided depending on the trainee and the team structure
	Monthly payment for extra months (between 0-1024€/month)	To be decided based on the above

INTERNSHIP/PLACEMENT INFORMATION	
Department (in case you want more than 1 trainee, indicate the different departments where they will work)	Community Affairs team – EMEA COO
Description of project/activities (in case you want more than 1 trainee, indicate the different projects/activities on which they will work)	<ul style="list-style-type: none"> Assistance with the delivery of Social Innovators, the Global Community Affairs programme launching July to source, scale and support Social Entrepreneurs. Programme delivery would include event management; extensive comms; presentation preparation; evaluation and external partner management (all under guidance / management) For both the EMEA ex-UK and UK Community Affairs programme we will have a full programme of evaluation and reporting where assistance would be invaluable, both of the grants and volunteering programmes; additionally we will be preparing and holding governance meetings at a UK, EMEA and Global level for which support would be most valuable in preparation of papers, analysis and subsequent implementation Support for Bridge Academy Governance and re-structure review Social Mobility and HR collaborative Community Affairs / Learning and Development programme Preparation for EY Sustainability Audit Assistance with execution of EMEA volunteering programme

	<ul style="list-style-type: none"> Assistance with completion of compliance and due diligence operational matters Community partner management
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Requested profile(s) information (Studies, previous experience, language skills, other skills...)	Bachelor degree Strong communication and interpersonal skills Ability to work under pressure and meet strict deadlines Attention to detail Ability to multitask Microsoft Office skills desirable (mainly Excel, Powerpoint, Access)
Other commentaries	Visit our website at http://www.ubs.com