

APPLICATION FORM: GLOBAL TRAINING PROGRAMME 2019-2020 – INTERNSHIP INFORMATION

CORPORATIVE INFORMATION	
Name of the company	Business in the Community
Contact Person	Maria Jose Subiela Email: _____
Location	Country
	City
	Address
Sector	Charity working in corporate responsibility

PROPOSED INTERNSHIP INFORMATION	
Number of trainees to host	1 person
Extension time (extra months and salary) OPTIONAL <u>SEE DOCUMENT:</u> "FORM 2_Global Training 2017 extension preliminary agreement"	Extra months
	Monthly payment for extra months (between 0-1358€/month)
	2 to 4 months TBC if extension takes place
	1358€/month TBC if an extension takes place

INTERNSHIP/PLACEMENT INFORMATION	
Department (in case you want more than 1 trainee, indicate the different departments where they will work)	Global Goals Teams
Description of project/activities (in case you want more than 1 trainee, indicate the different projects/activities on which they will work)	<p>Business in the Community is the Prince's Responsible Business Network. We are a business-led charity with more than 30 years' experience of mobilising business. We have more than 700 members and engage thousands of businesses through our responsible business programmes.</p> <p>This role sits within the Global Goals Team, which works on engaging businesses with the UN Sustainable Development Goals https://sustainabledevelopment.un.org/?menu=1300</p> <p>193 countries including the UK and Spain are signatory of the global development agenda defined by 17 Global Goals that include ending poverty and improving health and education for all while tackling climate change and working to preserve healthy ecosystems</p> <p>The trainee will become a part of the team conducting research and providing administrative support to the team in a number of ways.</p> <p>In terms of administrative support tasks will include responding to queries from companies, coordinating the preparation of workshops and events including liaising with colleagues internally and with company contacts as well as keeping the team's data base up to date.</p> <p>As the team works with companies from all sectors on a very exciting variety of projects, the trainee will be asked to conduct basic research on companies and</p>

	responsible business issues.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Requested profile(s) information (Studies, previous experience, language skills, other skills...)	<p>Knowledge and experience</p> <p>Essential:</p> <ul style="list-style-type: none"> • Excellent organisation skills with an eye to detail. • An ability to prioritise and balance multiple tasks. • A confident and fluent communicator, both verbally and in writing. • Advanced user of Excel and Word, Outlook, and Power Point • An interest in Responsible Business practices <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of managing projects • Degree educated (or equivalent) <p>Skills and behaviours:</p> <p>Act in accordance with Business in the Community's values:</p> <ul style="list-style-type: none"> o Focus o Passion o Collaboration o Pioneering o Integrity
Other commentaries	<p>Business In The Community has a long track record of receiving interns from the Global Training Programme with excellent feedback from all of them on the quality of the internship, the friendly environment in the office, the variety of topics and events, the interaction with companies and in general the positive environment for learning and enjoying a working experience in London.</p> <p>Some quotes regarding their experience as interns in BITC:</p> <p><i>"I applied for the Global Training Programme to do something I have always wanted to, work in another country experiencing a new culture and way of working. My time at BITC has done this and much more. During my internship I was able to learn about corporate social responsibility an area which I have always found interesting but never had the chance to learn much about before my time at BITC. After my 6 months I was able to stay at BITC where I have been given the opportunity to grow in my role. After almost 2 years since I first arrived to BITC I am now moving to a new exciting role here in the UK. BITC and this programme has given me the opportunity of growing not only at a professional but also at a personal level and I hope to bring all my learnings back to the Basque Country in a couple years."</i></p> <p>Laura Bengoa - 2016/2017 Global Training Trainee</p> <p><i>"I really enjoyed being an intern for the International Campaign at Business in the Community! I considerably improved my working knowledge and English communication skills; I joined a young and dynamic team who motivated me and gave me the resources to grow within the project I was working for; and I joined different activities that BITC run for their employees to socialise and contribute to the community. On top of that, I got offered a job and made lifelong friends. All in all a highly recommended experience."</i></p> <p>Lorena Vega, currently Communications Officer at IHOBE, Basque Agency for Environmental Management</p> <p><i>"I had the opportunity to join BITC as an intern and was offered to work as a coordinator once the grant was finished. My experience at BITC was a key factor in my professional career. Not only did I learn about innovative projects and outstanding professionals, but I also had an amazing personal and professional development opportunity. I feel very grateful about the excellent management and treatment I received."</i></p> <p>Julia Aramendi 2010/2011 , currently Consultora en Voluntariado Corporativo</p>

“When I applied for the Global Training Programme I was in doubt on where to go. So many interesting companies from so many countries. But I found that BITC (Business in the Community) were not a normal company, they were a non-profit organization, I started investigating and all the information I found was very interesting, they worked on environmental impact, equality, issues on modern slavery, United Nations Global Goals... I thought it was stimulating so I applied and I could not be happier of that decision. As they want to help shape the world for a better future the change comes from within and the work ethics and office environment is amazing. There is a lot to do in so different areas that I learned a lot. I highly recommend the experience.”

Gorka Echavarri – 2018/2019 Global Training Trainee


“I feel very lucky for ending working in such and interesting company and especially with the people I worked with. I felt very supported from every single member of the team since the beginning. What I find so enjoyable from this experience is learning a bit more about Social Corporate Responsibility everyday which I is a fascinating field that totally makes sense and keeps you up to date of nowadays issues that actually need a response from the community of companies as a whole.

I would totally recommend this professional experience to anyone who wants to know how successful way of working can be being part of a good environment at work with passionate colleges that really love what there are doing and that will make you feel the same way”

Laura Lucarini - 2018/2019 Global Training Trainee

APPLICATION FORM 1

INFORMATION ABOUT THE COMPANY/INSTITUTION

LOGO	 <p>The Prince's Responsible Business Network</p>
WEBSITE	https://www.bitc.org.uk/
INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/INSTITUTION IS LOCATED (General information about SECURITY, ACCOMODATION, PUBLIC TRANSPORT...)	<p>The office is located in Shepherdess Walk street by the beautiful Camden Canal, so employees get to see swans and barge boats every day. The office is close to Hoxton and Angel. It is a quiet and peaceful resident area with a few other offices and business around, as Coop and Sainsbury's supermarkets. The office is spacious and bright, with huge windows.</p> <p>Accommodation next to the office may be unaffordable, but there are nice neighborhoods around that offer nice option to find a room such as Islington, Shoreditch, Bethnal Green or Hackney. The bus service in London is amazing so getting to the office will never be a problem. The nearest tube stations are Angel and Old Street, both at similar distances of around 10 minutes walking. Some coworkers come to the office by bike, since a bike storage room and shower room are available.</p>
GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION	<p>We exist to build healthy communities with successful businesses at their heart.</p> <p>Business in the Community is a business-led membership organization made up of progressive businesses of all sizes who understand that the prosperity of business and society are mutually dependent. If every individual business strives to be the best it can be in all areas as a responsible business, there will be a positive multiplier effect that will benefit society, the economy and the environment. If businesses collaborate they can have a greater impact upon key issues than if acting alone. HRH Prince of Wales is the president of BITC.</p>
SIZE OF THE COMPANY (EMPLOYEES)	Business In The Community have 350 employees across the different offices in the UK.
NUMBER OF PEOPLE AT THE DEPARTMENT WHERE THE TRAINEESHIP WILL TAKE PLAKE	The Global Goals Team is formed by 6 people, BITC is formed by 350.
MAIN ACTIVITY OF THE COMPANY/INSTITUTION	We use our Responsible Business Map to guide members on a journey of continuous improvement, working across the whole responsible business agenda. From community engagement to employment, diversity and the circular economy, we offer expert advice and specialist resources, driving best practice by convening, sharing learning and recognizing great performance across our influential Network.
A BRIEF EXPLANATION OF MAIN PROJECTS	<p>We offer a range of practical ways for businesses to work together and take action to help tackle some of the key issues facing society. The Global Goals Team focuses on SDGs.</p> <p>https://www.bitc.org.uk/campaigns-programmes</p>
PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES?	Yes, BITC has taken part in the Global Training programme since 2009.



CAMPUS OF
INTERNATIONAL
EXCELLENCE



OTHER COMMENTARIES

Whenever budget allowed it BITC has extended the contract of the interns, for example: Ane Fernandez, Julia Aramendi, Adriana Lopez, Lorena Vega, Laura Bengoa, among many others. This always depends on budget availability at the time of offering the contract.