

APPLICATION FORM: GLOBAL TRAINING PROGRAMME 2021-2022 – INTERNSHIP INFORMATION

| CORPORATIVE INFORMATION |         |   |              |
|-------------------------|---------|---|--------------|
| Name of the company     |         | Business in the Community                           |              |
| Contact Person          |         | Hannah Rowley                                       | Email: _____ |
| Location                | Country | United Kingdom                                      |              |
|                         | City    | London  |              |
|                         | Address | 137, Shepherdess Walk, London N1 7RQ                |              |
| Sector                  |         | Charity, working in corporate social responsibility |              |

| PROPOSED INTERNSHIP INFORMATION  |  |     |
|--|--|-----|
| Number of trainees to host   | 1  |     |
| Extension time (extra months and salary) OPTIONAL<br><br><u>SEE DOCUMENT:</u><br>"FORM 2_Global Training 2021 extension preliminary agreement" | Extra months   | N/A |
|  | Monthly payment for extra months (between 0-1500€/month) | N/A |

| INTERNSHIP/PLACEMENT INFORMATION  |   |
|---|---|
| Department<br>(in case you want more than 1 trainee, indicate the different departments where they will work)                                   | Global Goals Team   |
| Description of project/activities<br>(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 oldest and largest business-led membership organisation dedicated to responsible business. We work with over 600 businesses of different sizes and sectors. We inspire, engage and challenge businesses, bringing together that collective strength as a force for good in society to; create a skilled, inclusive workforce today and for the future; build thriving communities in which to live and work; innovate to repair and sustain our planet.</p> <p>This role sits within the Global Goals team, which works with business to raise awareness of and inspire action on the UN Sustainable Development Goals (<a href="https://sdgs.un.org/goals">https://sdgs.un.org/goals</a>) through driving purpose-driven business, and exploring the role of key levers such as responsible investment and procurement. 193 countries including the UK and Spain are signatories of the Global Goals agenda.</p> <p>The trainee will play a key support role in the team. This will involve helping to manage the teams database, providing event assistance, supporting content creation and working with key contacts internally and externally.</p> <p>The team works across a variety of exciting topics, with a number of different businesses. The trainee will be required to conduct desk research to collect best practice examples, or key statistics and latest thought leadership related to our work.</p> |

| COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS  |   |
|--|---|
| <p><b>Requested profile(s) information</b><br/>           (Studies, previous experience, language skills, other skills...)</p> | <p><b>Knowledge and experience:</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An interest in Responsible Business or corporate social responsibility</li> <li>• Excellent organization skills with an eye to detail</li> <li>• An ability to prioritise and balance multiple tasks</li> <li>• A confident and fluent communicator, both verbally and in writing</li> <li>• Good understanding of and use of Microsoft programmes (excel, word, outlook and powerpoint)</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of managing projects</li> <li>• Degree educated (or equivalent)</li> </ul> <p><b>Behaviours:</b></p> <p>Act in accordance with Business in the Community's values:</p> <ul style="list-style-type: none"> <li>• Focus</li> <li>• Passion</li> <li>• Collaboration</li> <li>• Pioneering</li> <li>• Integrity</li> </ul>  |
| <p><b>Other commentaries</b></p>   | <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><b>Laura Bengoa</b> - 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><b>Lorena Vega</b>, 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</i></p> |

*development opportunity. I feel very grateful about the excellent management and treatment I received."*

**Julia Aramendi** 2010/2011, currently Consultora en Voluntariado Corporativo

*"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 an 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 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 colleagues that really love what they 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><b>BUSINESS<br/>IN THE<br/>COMMUNITY</b></p> <p>The Prince's<br/>Responsible<br/>Business Network</p>   |
| WEBSITE   | <a href="https://www.bitc.org.uk/">https://www.bitc.org.uk/</a>  |
| INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/INSTITUTION IS LOCATED<br><br>(General information about SECURITY, ACCOMODATION, PUBLIC TRANSPORT...) | <p>London is a fantastic city to live and work in. Unfortunately this does come at a cost, with high rent prices, London is the most expensive city to live in the UK. Our trainees usually move into shared accommodation, which can cost anywhere between £400-£1000 a month.</p> <p>Life can be expensive in London, however, you get value for your money in having virtually everything you could want at your doorstep. The standard of living is generally very good. Not many cities rival London in terms of its arts, culture, sports, food, and social scenes, and it is generally cheaper than other all-star hubs, such as New York City and Hong Kong.</p> <p>London is considered a very safe place to live, however, like in any city, bad things can happen. The most common crime in Greater London is theft.</p> <p>The office is located in North-East London, along the Regents canal, equal distance between the underground stations Angel and Old Street. The office is in a very pretty area, with the Angel Islington high street a short walk along the canal, where you can find numerous shops, cafes, bars and restaurants. Rent in this area can be quite expensive, so many members of staff live a little further out north or east in Hackney or Stoke Newington.</p> <p>London has a great public transport system. The closest underground station to the office is a 10 minute walk, or there are numerous buses or cycle routes.</p> |
| GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION   | Business in the Community is the oldest and largest business-led membership organisation dedicated to responsible business. We work with over 600 businesses of different sizes and sectors. We inspire, engage and challenge businesses, bringing together that collective strength as a force for good in society to; create a skilled, inclusive workforce today and for the future; build thriving communities in which to live and work; innovate to repair and sustain our planet.   |
| SIZE OF THE COMPANY (EMPLOYEES)   | 200 (approx.)  |
| NUMBER OF PEOPLE AT THE DEPARTMENT WHERE THE TRAINEESHIP WILL TAKE PLACE  | 3  |



|   |  |
|---|--|
| MAIN ACTIVITY OF THE COMPANY/INSTITUTION                  | Campaigning for Responsible Business issues through content and events, supporting businesses with responsible business strategies   |
| A BRIEF EXPLANATION OF MAIN PROJECTS                      | <p><b>Promote the use of the Global Goals as a strategic tool for business:</b></p> <ul style="list-style-type: none"><li>• Using our existing content, and keeping it up to date by staying abreast of global developments, to continue influencing and informing businesses.</li><li>• Explore additional levers to accelerate action on the Global Goals.</li><li>• Tracking good best practice of our members</li></ul> <p><b>Purpose: inspiring more businesses to take a purpose-driven approach</b></p> <p>We want more businesses to use purpose as compass to drive their business, embedding it in the everyday. We want to put a stop to 'purpose-washing', through impressing on business leaders the usefulness of an embedded purpose. To do this we will:</p> <ul style="list-style-type: none"><li>• Keep our content up to date and scale up the volume and quality</li><li>• Engage leaders and businesses in the developing their thinking on the agenda</li></ul> <p><b>Responsible investment: influencing corporates</b></p> <p>Our strength is to work with corporates and engage asset managers in membership to keep the discussion relative:</p> <ul style="list-style-type: none"><li>• Upskill corporate practitioners to talk the language of investors</li><li>• Build the narrative on the impact that Resp Inv can have on progressing the Global Goals.</li></ul> <p><b>Supply Chain:</b></p> <p>We want to expand BITC's work with procurement professionals. We will do this by</p> <ul style="list-style-type: none"><li>• Influencing and upskilling this audience</li><li>• Empowering sustainability contacts to engage with procurement departments.</li></ul> |
| PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES? | N/A  |
| OTHER COMMENTARIES  | N/A  |