

APPLICATION FORM: GLOBAL TRAINING PROGRAMME – 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	2
Extension time (extra months and salary) OPTIONAL	Extra months (2, 3 or 4 months) To be agreed
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>Research</p> <ul style="list-style-type: none"> - Supporting the International Director and team members in the campaign work on: - Global Mega trends - Millenium Development Goals (MDGs) and Sustainable Developemnt Goals (SDGs) - research tasks including desk research, data analysis - Drafting research reports - Supporting the programme managers with examples of best practice and compiling case studies to profile these - Identifying and leveraging key data sources - Drafting abstracts and synthesising key reports and documents - Draft 'White papers' (an authoritative report or guide) on key topics for example international perspectives on CSR or aspects thereof. <p>Events support</p>

SJA 15/5/15



CAMPUS OF
INTERNATIONAL
EXCELLENCE



	<ul style="list-style-type: none">- Experience of working with business desirable- Knowledge or demonstrable interest in corporate responsibility issues desirable- Experience of compiling and analysing data and producing reports- Excellent knowledge of Microsoft Word packages including Word, Excel and Outlook- A bachelor's degree in any of the following; Research, Media, Communications, CSR, Business, International Development.
Other commentaries	<p>The role will include a lot of 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>

15/5/15