

**SOLICITUD DE PARTICIPACIÓN: PROGRAMA GLOBAL TRAINING 2016-2017 – INFORMACIÓN DE LA PRÁCTICA**

INFORMACIÓN CORPORATIVA		
Nombre de la empresa/institución		Business in the Community
Persona de contacto		Maria Jose Subiela y Maël Lagadec
Localización	País	United Kingdom
	Ciudad	London
	Dirección	137 Shepherdess Walk - N1 7RQ - London UK
Sector		Charity working in corporate responsibility

INFORMACIÓN DE LA PRÁCTICA PROPUESTA		
Número de becarios a acoger		1 person
Tiempo de prórroga de estancia (OPCIONAL)  VER DOCUMENTO: "FORM 2_Global Training 2015 preacuerdo extensión"	Meses extra (2, 3 o 4 meses)	4 TBC if an extension takes place
	Mensualidad (€) del becario durante los meses extra	1124€/month TBC if an extension takes place

INFORMACIÓN DE LA PRÁCTICA	
Departamento (en caso de solicitar más de 1 becario, indicar el departamento en el que trabajaría cada uno)	Strategic Advice & Solutions within the Membership Department
Descripción del proyecto/actividades (en caso de solicitar más de 1 becario, indicar el proyecto/actividades en las que trabajaría cada uno)	<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 800 members and engage thousands of businesses through our Corporate social responsibility programmes.</p> <p>This role sits within the Strategic Advice &amp; Solutions team, which offer Company members training, benchmarking and advisory services.</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 Corporate social responsibility issues.</p>

COMPETENCIAS REQUERIDAS PARA EL PUESTO	
<p><b>Información sobre los perfiles deseados</b> (Estudios, experiencia previa, idiomas, otras habilidades...)</p>	<p><b>Knowledge and experience</b></p> <p>Essential:</p> <ul style="list-style-type: none"> <li>• Excellent numerical and organisation 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>• Advanced user of Excel and Word, Outlook</li> <li>• An interest in Corporate Responsibility and responsible business practices</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of managing projects</li> <li>• Degree educated (or equivalent)</li> </ul> <p><b>Skills and behaviours</b></p> <p>Act in accordance with Business in the Community's values:</p> <ul style="list-style-type: none"> <li>o Focus</li> <li>o Passion</li> <li>o Collaboration</li> <li>o Pioneering</li> <li>o Integrity</li> </ul>
<p><b>Comentarios</b></p>	<p>During the past 7 years Business in the Community has hosted a number of trainees funded by the Global Training initiative. During the years all trainees have expressed they were delighted with the experience as they got to work with a number of teams internally and most importantly with external contacts at companies, as well as attending a number of conferences and events and in some cases even volunteering in community activities such as Give&amp; Gain Day. From a personal perspective, all trainees we have line managed have completed Learning Journals, taking some of BITC's courses for employees and got out of the office interacting with companies as much as possible. We have always been keen for them to be as externally facing as possible. We can say they have all gave excellent feedback about the experience and we was always very happy with their contribution and the working relationships we created. We would be very happy to continue hosting these bright professionals and help them in their professional and personal development.</p>