



CAMPUS OF
INTERNATIONAL
EXCELLENCE



APPLICATION FORM: GLOBAL TRAINING PROGRAMME 2018-2019 – INTERNSHIP INFORMATION

CORPORATIVE INFORMATION	
Name of the company	Business in the Community
Contact Person	Stephen Killeen Email: <input type="text"/>
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	1
Extension time (extra months and salary) OPTIONAL SEE DOCUMENT: "FORM 2_Global Training 2017 extension preliminary agreement"	Extra months To be agreed
	Monthly payment for extra months (between 0-1358€/month) To be agreed

INTERNSHIP/PLACEMENT INFORMATION	
Department (in case you want more than 1 trainee, indicate the different departments where they will work)	Global Goals Team
Description of project/activities (in case you want more than 1 trainee, indicate the different projects/activities on which they will work)	Research <ul style="list-style-type: none"> - Supporting the Global Goals team's members in the campaign work on: - Sustainable Development Goals (SDGs)/Global Goals - International Corporate Community Investment - Global Mega trends - International Disaster Relief - Human Rights - 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
	Event support

	<ul style="list-style-type: none"> - Supporting team events including administration, updating delegate lists, creating name badges, managing attendees and preparing delegate packs - Producing event evaluation reports from feedback received <p>Awards</p> <ul style="list-style-type: none"> • Support the Global Goals Team categories at BITC Responsible Business Awards by: <ul style="list-style-type: none"> ○ Researching and targeting entries ○ Assessment and judging day preparation ○ Drafting feedback for entries <p>Communications:</p> <ul style="list-style-type: none"> • Supporting to manage the Global Goals web presence and resources on: <ul style="list-style-type: none"> ○ BITC’s web-page ○ Social Media ○ CSR360 Global Partner Network (CSR360 GPN) website • Planning, managing and delivering the quarterly CSR360 Global Partner Network online newsletter • Drafting communications for contributions to other communications channels both internal and external • Partner specific Communications <ul style="list-style-type: none"> ○ Supporting with partner surveys using Survey Monkey and other tools, and general email updates <p>Overview and updating of partner contact lists</p>
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
<p>Requested profile(s) information (Studies, previous experience, language skills, other skills...)</p>	<ul style="list-style-type: none"> - Excellent written and spoken English - Strong communication skills - Confident and effective organisational, planning, prioritisation and time management skills - Ability to work well within a team as well as independently - Can work on own Initiative - Has a drive – has a ‘can do’ attitude - Experience of working with business desirable - Knowledge or demonstrable interest in corporate responsibility and sustainability issues desirable - Experience of compiling and analysing data and producing reports - Excellent knowledge of Microsoft Word packages including Word, Excel, PowerPoint and Outlook - A bachelor’s degree in any of the following; Research, Media, Communications, CSR, Business, International Development.
<p>Other commentaries</p>	<p>The role will include a lot of desk based research, written communications, event support and social media. The candidate will need to be able to multi-task, work on their own initiative and prioritize their own workload.</p>




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APPLICATION FORM 1

INFORMATION ABOUT THE COMPANY/INSTITUTION

<p align="center">LOGO</p>	
<p align="center">WEBSITE</p>	<p>www.bitc.org.uk</p>
<p>INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/INSTITUTION IS LOCATED</p> <p>(General information about SECURITY, ACCOMODATION, PUBLIC TRANSPORT...)</p>	<p>London is an exciting place to work. There are a lot of job opportunities in the city meaning it isn't the cheapest place to live but accommodation that is competitively priced can be found near to the office, often in walking distance.</p> <p>BITC is located in the East of London in Islington, near Hackney. There are a lot of cheaper places to eat or drink in the area and Hackney in particular has a great reputation for free events or activities aimed at younger people.</p> <p>Public Transport in London is good, buses are 24 hours as are many tubes. There are also some good cycle lanes particularly in Hackney.</p> <p>Like any big city, London has security issues but BITC staff are particularly safe in and around the office. We have never had any major safety issues in or around the office nor have any employees had major instances of safety breaches in London.</p>
<p>GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION</p>	<p>BITC is a not-for-profit organization working on responsible business. We have a range of campaign teams that work on all aspects of responsible business including the environment, diversity & inclusion and community investment. There is ample opportunity to learn more about any of these areas while working at BITC, either through informal networking, training or attending events on each specific subject. The organization also has a few employee networks namely – The social network, the BeWell Network (wellbeing and mental health) and the Cultural Awareness Network (diversity and inclusion).</p>

<p>NUMBER OF PEOPLE AT THE COMPANY OR DEPARTMENT WHERE THE TRAINEESHIP WILL TAKE PLACE</p>	<p>BITC has around 350 employees spread in London and across the country. The Global Goals Team has 6 permanent staff members.</p>
<p>MAIN ACTIVITY OF THE COMPANY/INSTITUTION</p>	<p>Programmes, Toolkits, Events and Advisory Services on Responsible Business</p>
<p>A BRIEF EXPLANATION OF MAIN PROJECTS</p>	<p>Global Goals – championing the Sustainable Development Goals (SDGs) in business Community Investment – Business working in Education, Employment, Environment etc Diversity & Inclusion – campaigning on equality Digital – ensuring business understands ramifications of the third revolution on their business and society.</p>
<p>PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES?</p>	<p>Yes – The Global Training Programme through the University of the Basque Country</p>
<p>OTHER COMMENTARIES</p>	<p>The International Team (now the Global Goals Team) at BITC has had a long history of supporting the Global Training Programme. Our last intern, Laura Bengoa, has become a permanent member of our newly formed Global Goals Team and is working on our International Disaster Relief Campaign. Other interns have also gained permanent employment at BITC through the programme.</p>