



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

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


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

INTERNSHIP/PLACEMENT INFORMATION	
<b>Department</b> (in case you want more than 1 trainee, indicate the different departments where they will work)	Benchmarking, Insights and Innovation Team within the Sustainability Department
<b>Description of project/activities</b> (in case you want more than 1 trainee, indicate the different projects/activities on which they will work)	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.
	This role sits within the Benchmarking, Insights and Innovation Team, which offer Company members training, benchmarking and advisory services.
	The trainee will become a part of the team conducting research and providing administrative support to the team in a number of ways.
	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.
	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/ sustainability issues.

**COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS**

<p><b>Requested profile(s) information</b> (Studies, previous experience, language skills, other skills...)</p>	<p>Knowledge and experience</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, and Power Point</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>Skills and behaviours:</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>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 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><b>Julia Aramendi</b>, currently Project Director, Voluntariado y Estrategia</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>"During my time as an intern at BITC I had the opportunity to put into practice many of the skills I had gained at university while developing my communication skills in English. It was a great opportunity to develop further and had a first experience in the labour market outside of Bilbao."</i></p> <p><b>Laura Bengoa</b>, currently Programme Coordinator – Global Goals Team, Business In The Community</p>

**INFORMATION ABOUT THE COMPANY/INSTITUTION**

<p align="center"><b>LOGO</b></p>	
<p align="center"><b>WEBSITE</b></p>	<p><a href="https://www.bitc.org.uk/">https://www.bitc.org.uk/</a></p>
<p><b>INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/INSTITUTION IS LOCATED</b>  (General information about SECURITY, ACCOMMODATION, PUBLIC TRANSPORT...)</p>	<p>The office is located in Shepherdess Walk street by the beautiful Camden Canal, so employees get to see swans and barge boats everyday. 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 Sainbury'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>
<p><b>GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION</b></p>	<p>We exist to build healthy communities with successful businesses at their heart.</p> <p>Business in the Community is a business-led membership organisation 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>
<p><b>NUMBER OF PEOPLE AT THE COMPANY OR DEPARTMENT WHERE THE TRAINEESHIP WILL TAKE PLAKE</b></p>	<p>The Benchmarking, Insights and Innovation Team is formed by 4 people, whilst Business In The Community have 350 employees across the different offices in the UK.</p>
<p><b>MAIN ACTIVITY OF THE COMPANY/INSTITUTION</b></p>	<p>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 recognising great performance across our influential Network.</p>

<p><b>A BRIEF EXPLANATION OF MAIN PROJECTS</b></p>	<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.</p> <p><a href="https://www.bitc.org.uk/campaigns-programmes">https://www.bitc.org.uk/campaigns-programmes</a></p>
<p><b>PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES?</b></p>	<p>Yes, BITC has taken part in the Global Training programme since 2009.</p>
<p><b>OTHER COMMENTARIES</b></p>	<p>Whenever budget allowed it BITC has extended the contract of the interns, for example:</p> <p>Ane Fernandez, Julia Aramendi, Adriana Lopez, Lorena Vega, Laura Bengoa, among many others. This always dependo on budget availabilty.</p>