



6 Month Project Development Internship

(NIFPD2911)

PLEASE READ CAREFULLY BEFORE CONTINUING.

European Student Placement Agency, Ltd (ESPA UK) is a recruitment agency whose goal is to find high quality internships for European students in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to be a registered student and/or have Erasmus+ status to be eligible for our internships. Any student who is unsure of their situation should check with their university before applying. Non-EU students can also apply if they are studying in the EU and can get an Erasmus+ grant/status for the entire length of the internship.

BENEFITS: All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

The Host Company

This **independent, non-profit, non-governmental organisation** develops programmes around social cohesion, local community development and international sharing of knowledge and experiences, all within a culture of respect among all individuals and identities.

Role

The host organization is looking for an **intern**, who will **assist in the management of an important project**. This will be led directly by the foundation, in partnership with another community based association. They are **expecting to raise the £1 million necessary for the conservation and development of a library located in a superb example of Edwardian architecture**. Moreover, they are aiming at licensing a social enterprise from the community to operate the premises for social good. They are working to enable this space to be available for community education and training, arts and cultural activities, anything transformative, which will buzz with the voices of the local community.

The right candidate will be highly motivated, enthusiastic, focused and self-driven. This individual must be prepared to carry out duties on site, as well as follow up desk work.

Duration

6 months.

Location

Belfast is the capital and largest city of Northern Ireland. With a population of 300 000 it is a very dynamic city.

Languages

English should be B2/C1.

Start date

Flexible.

Tasks

- Assist with project management.
- Fundraising activities research and preparation.
- Coordinate, submit and monitor grant applications, using provided templates.
- Help with promotion and marketing activities.
- Support in the organisation of small-scale local fundraising events.
- Maintain up-to-date contact database.
- Liaise with architectural, conservation and heritage experts.
- Learn from community regeneration advisers.

Personal Skills

Essential:

- Degree in Business Administration, Project Management, Economics, or similar.
- Strong organisational skills.
- Good negotiation and communication skills.
- Report writing experience.
- Event management skills.
- Ability to build relationships and maintain professional reputation.

Desirable:

- Experience with online collaboration platforms and social media promotions.
- Interest in NGOs and social services.

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/register-with-us>

STEP 2) Please, send an email to apply@espauk.com with the reference code **NIFPD2911** attaching your CV as a pdf file. A cover letter is always helpful.