



Apply here

Start date

Flexible

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Bath, England

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world-famous [Roman Baths](#) and [other attractions](#) bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & [festivals](#) throughout the year.

Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

ESPA has generated an opportunity for someone with an interest in HR, Recruitment and Business Administration, to join our growing team and experience the enjoyment of creating great internships for students from the 33 Erasmus+ countries. The role will involve engagement in all recruitment functions of an international internship business, including client liaison, interviewing and selection as well as the associated business administration duties.

Tasks

- Optimise candidate experience from initial contact through to start date
- Act as main point of candidate contact answering role and process-based queries
- Screen CVs, contact students, arrange interviews for colleagues with candidates
- Liaise directly with host companies to determine the right intern attributes needed
- Manage multiple diaries and ensuring all correspondence is managed effectively
- Updating and maintaining our CRM based Applicant Tracking System
- Support the internal training and development programme and aid its delivery
- Other activities that would bring a fulfilling internship in all aspects of this work
- Be a key part of the happy, hard-working ESPA team

Personal Skills

- Previous experience in HR or Recruitment an advantage
- Good communicator, both written and oral
- The ability to manage your own time and workload
- Team-working spirit and personality
- Be highly organised and have excellent attention to detail
- Willingness to learn
- Work to instruction and on own initiative
- High level of energy, drive, enthusiasm and commitment
- Confident on the telephone

The Host Company

ESPA is a young hearted welcoming host and are seeking to become the number one provider of quality internship experiences in the UK. With a unique business model, we can offer internships free of charge to students with companies in the UK ranging from global corporates to start ups and, in a whole array of disciplines. Rapidly expanding, we are now looking to get more quality host companies on board, meaning a need for top quality HR people to assist with recruiting. ESPA has hosted many successful internships and with our friendly team and work hard, play hard ethic, you are guaranteed a great experience.