



International Mobility & Project Coordinator Internship (INTPC1509)

APPLY HERE

**THIS IS A FUNDED, ON-SITE INTERNSHIP
INCLUDING WORK PERMIT!**



Application Deadline

9 October 2026



Start Date

Spring 2027



Duration

6 months



Location

Belfast, Northern Ireland



Benefits

- Certificate of sponsorship costs paid for
- A private room in a professional shared house, paid for, including Wi-Fi and utilities costs.
- Monthly cost of living allowance paid to you.
- Commuting costs paid for.

Role Description

This is a great opportunity for a confident and enthusiastic individual studying Business, Management, International Business or a related degree to gain hands-on experience in international mobility, project coordination, business development and relationship management within a fast-paced, young-at-heart environment. Mentored throughout, you'll have the opportunity to get involved in the full journey of our international mobility programmes, research and connect with potential partners across Europe, promote our services and develop new opportunities, while also helping to organise and deliver mobility projects bringing participants to Northern Ireland. You'll be involved in everything from researching and contacting local organisations and preparing project documentation, to helping participants get ready for their placements and supporting cultural and social activities during their stay. This is a genuinely varied, rewarding, practical and challenging role where no two days are the same!

Tasks

- Research and connect with local organisations and European partners
- Support the end to end development of incoming international mobility projects
- Communicate with incoming participants and prepare them for their placements
- Coordinate project information and deadlines
- Manage and maintain our CRM, keeping partners, participant and project information accurate and up to date
- Get involved in programme activities giving participants the best experience in Belfast
- Work as part of a small, collaborative team contributing ideas and solutions

Desired Skills

- Business, Management, International Business or a related degree.
- Proactive and communicative personality with strong organisational skills
- Great attention to detail and taking responsibility for assigned tasks.
- Work experience or activities outside formal education
- A flexible and adaptable approach
- Good working knowledge of Microsoft Office, particularly Outlook, Word and Excel.
- Previous experience using a **CRM or ERP system** would be an advantage.

The Host Company

The host company is a specialist in delivering mobility projects in the framework of Erasmus+ and Lifelong Learning Programmes. Established over 20 years ago in Belfast, they have hosted thousands of participants from all over Europe, giving them great working experiences with local companies. With a family atmosphere and work hard, play hard ethos, you are guaranteed a great experience.