

Project Assistant

jobcode UK028

Sheffield

Student internship (6 - 12 month placement), starting August/September 2011
(Full time – 37 hours per week)

An excellent development opportunity has arisen for a talented individual to join a small team of consultants in the UK as Project Assistant for national, European and international projects.

This post offers a varied and interesting workload, and the chance to develop key skills in a supportive and stimulating environment. You will be responsible for assisting with the co-ordination and administration of the various national and international projects, covering areas such as mentoring, research projects and training programmes.

The role of Project Assistant will involve supporting project activities such as administrative tasks, practical research, evaluation, writing reports and assisting with marketing and dissemination of projects. You will be expected to assist in the preparation of project management and financial reports for the Director and to help maintain the necessary documentation for audit requirements and funding bodies across all projects. You will be willing to attend and contribute to relevant events and meetings in various locations in the UK and abroad and it would be helpful if you have experience in liaising with a wide range of people across different organisations from different cultures. Experience of working on a busy, diverse workload with some flexibility is desirable.

You should be a recent graduate or studying for a degree, and are preferably in your final year of a degree in business, social sciences or English language. Excellent organisational and communication skills are needed for this post along with the ability to work well on your own initiative and as part of a small team.

We will contribute 250 euros per month to the candidate's subsistence costs. This opportunity is especially ideal for candidates who have access to a Leonardo da Vinci, Erasmus or any comparable funding scheme.

For further required qualifications see next page.

Criteria	Essential	Desirable
Qualifications	Studying for degree or Recent graduate	Area of study: business, social sciences or English language. Final year student
Experience		Experience of co-ordinating projects
		Office experience
Knowledge and Skills	Sound knowledge of MS Office applications	
	Excellent English skills (advanced level written and oral skills) International students: An English language qualification such as IELTS 7 or Cambridge Proficiency	
		Knowledge of other languages
	Excellent Communication Skills (written and verbal)	
	Ability to multi-task and work to tight deadlines	
Personal Qualities	Team player but with ability and motivation to work on own initiative	
	Flexible approach and positive attitude	
	Ability to build external relationships with clients	
	Interest in diversity and equality issues	
Other Circumstances	Willingness to travel in UK and abroad as necessary	