



Education and Culture DG

Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Campden BRI
Address inc post code	Coopers Hill Road, Nutfield, Redhill, Surrey RH1 4HY
Telephone	01737 822272
Fax	01737 822747
E-mail	l.conroy@bri-advantage.com
Website	www.bri-advantage.com
Number of employees	55
Short description of the company	Research and development working for the drinks and related industries
CONTACT DETAILS	
Contact person for this placement	Mrs Liz Conroy
Department and designation / job title	Personnel Officer Site Administration
Direct telephone number	01737 824208
E-mail address	l.conroy@bri-advantage.com
Application Procedure	
Who to apply to (including contact details)	Mrs Liz Conroy
Deadline for applications	Ongoing
Application process	Electronic cvs
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Information/IT Department
Description of activities	Although we are a scientific research organisation and have an ongoing number of student placements with us working in the laboratories, we would be interested in offering a placement to a student interested in Information/IT Systems and/or Business Development
Location	Nutfield, Redhill, Surrey
Start Date	To suit
Duration	6 months
Working hours per week	9am – 5pm
Accommodation (please select)	<input checked="" type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	We do not offer financial assistance, however we offer free of charge fully equipped self-catering accommodation on site (this is generally shared with 1 or 2 other students), plus a free sandwich lunch from Monday to Friday
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Good English skills
Computer skills and level of skills required	Degree in Computing Skills/Information/Business Development would be ideal
Drivers license	N/A
Other	

INFORMATION PROVIDED BY	
Name	Mrs Liz Conroy
Department / Function	Personnel Officer
E-mail address	l.conroy@bri-advantage.com

Phone number(s)	01737 822272
Date	21 st June 2012

Please return this form by email to erasmus@britishcouncil.org



ERASMUS

Scheda Presentazione Impresa

per ricerca partner nell'ambito del Programma Erasmus Placement

Name of the enterprise

CGTWORKS ltd.
300 Dowdeswell Close London SW15 5RP U.K.

Economic field

ARCHITECTURE AND CONSTRUCTION

Short description of the enterprise activities and aims

CGT WORKS is an Architecture & Construction Service Company based in London.

We provide architectural service: architectural competition – full design – construction drawings

Construction Service: full works supervisor and project management.

We can offer to the students a full training experience from international architectural competition to design and technical details drawings. From complete concept of an architectural project to daily supervisor on site and project management.

Placement student requirements

Study field (e.g.: electronic engineering)

Architecture - design – building engineering - project management – graphic

Description of the student placement profile

Student of architecture with CAD, 3D and Adobe suite skills

Student of design with CAD, 3D skills and Adobe suite skills

Student of planning and construction management - project management skills

Student of graphic design with Adobe suite HTML and JAVA skills

Contacts (e-mail, tel., web site)

CGTWORKS
info@cgtworks.co.uk

0044 02081333292
www.cgtworks.co.uk



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Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Octopus Publishing Group
Address inc post code	Endeavour House, 189 Shaftesbury Ave, London WC2H 8JY
Telephone	0207 632 5400
Fax	0207 632 5405
E-mail	erasmus@octopus-pubshing.co.uk
Website	www.octopusbooks.co.uk
Number of employees	Approx 80
Short description of the company	Octopus is a leading publisher of non fiction illustrated books. We are comprised of nine imprints, and as a group have extensive experience of working with high profile authors, trusted partners and associations to produce exciting, market leading books.
CONTACT DETAILS	
Contact person for this placement	Tess Walsh
Department and designation / job title	Human Resources – HR Assistant
Direct telephone number	0207 632 5400
E-mail address	erasmus@octopus-pubshing.co.uk
Application Procedure	
Who to apply to (including contact details)	HR Department – as above
Deadline for applications	Ongoing – However we have a maximum of only two or three placements available each year.

Application process	Apply to erasmus@octopus-publishing.co.uk with a CV and covering letter stating the dates you are available, and why you are interested in the placement (please try to keep your attachments under 1MB if possible.)
Other	Please let us know what level of funding your Erasmus funder is able to provide.

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	International Sales Department – Reporting to Foreign Rights Manager
Description of activities	<ul style="list-style-type: none"> • Preparing sales trip and book fair schedules. • Ordering and preparing sales material for trips and for sending to customers. • Drawing up contracts and maintaining relevant spreadsheets. • Market research. • Assistance with the preparation for major Trade Fairs. • Assisting fulfillment staff in preparation and sending out of translation material. • Liaising with other departments to obtain sales material and to relay shipping instructions. • Covering the switchboard in the Receptionist's absence. • General administrative and office assistance.
Location	Central London – Covent Garden
Start Date	Varies – maximum of two or three placements a year available.
Duration	Approximately Six Months
Working hours per week	35 hours. 9.30-17.30 Monday to Friday
Accommodation (please select)	<input type="checkbox"/> Student to make own accommodation arrangements.
Details of financial and “in kind” support to be provided	£10 a day contributed towards travel and subsistence. Please let us know what level of funding your Erasmus funder is able to provide - the company expects interns to be provided with a level of support appropriate to a placement in Central London
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Reasonable level of written and spoken English required. Competence in other languages (in addition to native tongue) may be useful.
Computer skills and level of skills required	Reasonable experience with Microsoft Office programmes necessary.
Drivers license	Not necessary
Other	Applicants should be able to demonstrate at least three months experience of working in an office environment. Interest in the publishing sector / arts / languages background an advantage.

INFORMATION PROVIDED BY

Name	Tess Walsh
Department / Function	HR Department - Administrator
E-mail address	erasmus@octopus-publishing.co.uk
Phone number(s)	0207 632 5400
Date	20 September 2012 (this information replaces any previous information provided for Octopus Publishing)

Please return this form by email to erasmus@britishcouncil.org



Education and Culture DG

Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Impact Internship
Address inc post code	PO Box 3548, Norwich, NR7 7TW
Telephone	0333 012 0050
Fax	
E-mail	richard@impactinternship.co.uk
Website	http://www.impactinternship.co.uk
Number of employees	1
Short description of the company	Impact Internship offers European students the opportunity to use the knowledge and skills learned from their courses in a real work placement in a socially responsible business or charity in Norwich, UK.
CONTACT DETAILS	
Contact person for this placement	Richard Patey
Department and designation / job title	Director
Direct telephone number	0333 012 0050
E-mail address	richard@impactinternship.co.uk
Application Procedure	
Who to apply to (including contact details)	Richard Patey, richard@impactinternship.co.uk
Deadline for applications	Ongoing (no deadline)
Application process	Email with Photo CV
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Digital Marketing
Description of activities	Managing Social Media accounts (e.g. Twitter, Facebook, Pinterest) Creating webpages using wordpress CMS Link Building Research & Article writing Market Research
Location	Norwich, UK
Start Date	Ongoing
Duration	No minimum, 1 year maximum placement
Working hours per week	To be negotiated
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and "in kind" support to be provided	
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	<p>Strong Social Skills</p> <p>Proficient in written English . Evidence: example blog</p> <p>Good level of English spoken. Evidence: Skype interview</p> <p>Familiarity with Social Media e.g. example Social media Accounts</p>
Computer skills and level of skills required	<p>IT & digital literate essential.</p> <p>Web design & development skills desirable (Photoshop, Illustrator, In Design, html, css, Wordpress, My SQL, PHP)</p>
Drivers license	N/A

Other	
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INFORMATION PROVIDED BY	
Name	Richard Patey
Department / Function	Director
E-mail address	richard@impactinternship.co.uk
Phone number(s)	0333 012 0050
Date	20/09/12

Please return this form by email to erasmus@britishcouncil.org



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Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Bone Wells Urbecon Ltd
Address inc post code	Argyle House, 29-31 Euston Road, London, NW1 2SD
Telephone	0044 207687 2020
Fax	00044 2072783466
E-mail	info@bonewells.co.uk
Website	www.bonewells.co.uk
Number of employees	4
Short description of the company	Bone Wells Urbecon are a North London based economic and planning consultancy firm composed of a multi-disciplinary team working for economic development, regeneration and planning. Please see website www.bonewells.co.uk for further information.
CONTACT DETAILS	
Contact person for this placement	Natalia Naranjo
Department and designation / job title	Researcher
Direct telephone number	02076872020
E-mail address	Natalia.naranjo@bonewells.co.uk
Application Procedure	
Who to apply to (including contact details)	Natalia Naranjo natalia.naranjo@bonewells.co.uk
Deadline for applications	Please send your application by Monday October 29 th 2012.
Application process	Please email your CV and a cover letter to the email address above.
Other	N/A

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Research Assistant
Description of activities	<p>The interns assist the directors and our consultants in carrying out research for a number of projects and gain valuable experience in evaluation, economics and planning. The tasks will vary depending on the projects running and won, but may/are likely to include:</p> <ul style="list-style-type: none"> • Monitoring possible opportunities for new projects on relevant portals • Assisting in the write up of proposals and PQQs, liaising with the project team, associate consultants and possible clients. Putting together information needed and conducting research on the relevant topics. • The development and update of the company website • Extraction and statistical analysis of employment data • Research and marketing to appropriate corporates • Research projects • Design of surveys on software, and analysis of the responses • Assistance with report writing • Administrative and organisational support to the office
Location	Kings Cross, London. (Address above).
Start Date	Position available from 1 st November 2012
Duration	5 months
Working hours per week	40 hour week. 9.30 to 5.30 Monday to Friday.
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	We will contribute to travel costs for the intern and some subsistence up to £200 per month
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Good/Excellent written and spoken English needed.
Computer skills and level of skills required	Must be competent in Microsoft Office, specifically Word and Excel
Drivers license	Not applicable
Other	Skills required: good written communication; good verbal communication, basic research, numeracy and analytical skills; flexibility and willingness to engage in a variety of tasks.

INFORMATION PROVIDED BY	
Name	Natalia Naranjo
Department / Function	Researcher
E-mail address	natalia.naranjo@bonewells.co.uk
Phone number(s)	02076872020
Date	25 th September 2012

Please return this form by email to erasmus@britishcouncil.org



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Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Codex Global Limited.
Address inc post code	Atlantic House, 351 Oxford Street, London W1C 2JF
Telephone	m +44 (0)7585 906 425
Fax	N/A
E-mail	Karin.nielsen@codexglobal.net
Website	www.codexglobal.net
Number of employees	24
Short description of the company	<p>Codex is a global language services provider in the middle of an aggressive growth phase. We offer the full range of language services including website and software localisation, interpreting, engineering and DTP and work with some of the Worlds leading blue-chips, translating content into over 150 languages. Our clients come from a variety of industry sectors including IT/Software, Finance & Legal, Fashion & Retail and Life Sciences to name but a few.</p> <p>We are a high-tech, young and dynamic organisation and are always on the look-out for exceptional talent.</p>
CONTACT DETAILS	
Contact person for this placement	Indira Lorenzo
Department and designation / job title	Production Manager
Direct telephone number	+44 (0)20 7647 9555
E-mail address	indira.lorenzo@codexglobal.net
Application Procedure	
Who to apply to (including contact details)	Indira Lorenzo – see above
Deadline for applications	No deadline as we consider interns on an on-going basis. We currently have 3 positions.

Application process	Submission of CV to Indira, we review internally, telephone interview/s and face to face if in London.
Other	As we receive a lot of applications, we encourage people to research the company before applying and to attach a relevant covering letter explaining why we should choose them.

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Language Services – Translation/Localization Project Management and / or engineers.
Description of activities	Interns will be trained on managing simple and later more complex translation and localization projects. Key activities include: Liaising with translators and customers, query resolution, liaising with DTP and engineering resources, project planning and scheduling, invoicing and budget management. Interns will be required to work using our state of the art Translation Management System and Translation Memory tools.
Location	Atlantic House, 351 Oxford Street, London, W1C 2JF
Start Date	Negotiable
Duration	6 months - minimum
Working hours per week	37.5 hours per week. 09:00 – 17:30
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	We pay our interns a nominal fee of £250 per month to cover travel and other expenses.
Other	Codex runs a very successful internship program and we are proud to have been able to help the best interns into full time employment with us at the end of their internship. With this in mind, we only consider applicants who are in their final year of study and therefore potentially available for employment following their internship. We can support interns for the duration of the program by giving them relevant projects to work on as well as time to finalise their dissertations.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	As we are a language services provider, all languages are potentially of interest and will be considered. German, Russian, Polish and Spanish are particularly relevant but this should not deter anyone from applying. All applications will be considered.
Computer skills and level of skills required	<p>We are a high-tech business in a high-tech industry so applicants should be computer literate and have experience in the following:</p> <ul style="list-style-type: none"> • MS Office (e.g. Word, Excel, PowerPoint, Outlook) Intermediate – Advanced • CAT Tools (e.g. Trados, MemoQ, Passolo, Multi Term) Beginner – Intermediate <p>We use the latest TMS and CAT applications. Full training will be provided but applicants should feel confident in using and learning new technologies.</p>
Drivers license	Not required
Other	As our interns are required to interact with suppliers and customers, it is essential that applicants have very strong interpersonal and communication skills. The position is perfect for out-going personalities who enjoy working in a dynamic team and thrive on building rapport with 3 rd parties.

INFORMATION PROVIDED BY	
Name	Karin Nielsen
Department / Function	Commercial Director
E-mail address	karin.nielsen@codexglobal.net
Phone number(s)	+44 (0)20 7647 9555
Date	07.06.2012

Please return this form by email to erasmus@britishcouncil.org

MB 6-10 UNIT

HAVERING COLLEGE OF FURTHER AND HIGHER EDUCATION

JOB DESCRIPTION

JOB TITLE:	e-MARKETING ASSISTANT INTERNSHIP
DEPARTMENT:	MARKETING
LINE MANAGER:	Marketing Manager

GENERAL COLLEGE OVERVIEW

Havering College of Further & Higher Education is a highly regarded and successful education institution. We are committed to quality and currently provide a wide range of programmes to approximately 12,000 students

As a College we are committed to developing our staff to further enhance the quality of our provision.

EQUALITY OF OPPORTUNITY

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

GENERAL JOB OVERVIEW

The post holder will be a **voluntary** member of the Marketing Team, with the opportunity to assist with a range of marketing and online activities.

- This is a full time internship
- 5 months position (3 months internship plus 2 months project)
- Commencement of the internship – Jan/Feb 2013

HOURS AND CONDITIONS

Up to 36 hours per week 9am – 5pm some evenings will be required.

Salary: **unpaid internship - voluntary position**

DUTIES AND RESPONSIBILITIES

- Assist with Social media monitoring on websites such as Twitter and Facebook
- Upload content to college website and associated media
- Uploading videos to YouTube
- Post PR stories onto approved sites
- Upload programme content for college wide plasma screens
- Assist in market research projects
- Assist with proof reading
- Admin for photographic/media library
- Assist the marketing team with promotional activities across the college
- Assist with Marketing office administration as required
- Flexibility is essential within this post as hours may include early mornings, late evenings and weekends including public holidays.

The above list is neither exhaustive nor exclusive and the post holder will be expected to undertake any other duties within his/ her capability and experience that may be relevant and necessary to fill the post effectively.

OTHER RESPONSIBILITIES

- Work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies of the Corporation.
- Comply with Health and Safety legislation and EC Directives.
- Comply with any rules and regulations, which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interest of its employees and students.
- Comply with all Departmental and College policies, including the Policy to promote Equality of Opportunity.
- Undertake such duties and/or hours of work as may reasonably be required, commensurate with this post and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

NB: In consultation with the individual, this job description may vary to reflect actual, contemplated or proposed changes to the role

PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES:

- Student who is currently studying towards a Marketing degree and having completed their 1st year
- IT skills. including Microsoft Word, Excel and PowerPoint
- Excellent English language skills
- Excellent organisation skills

- Good communication skills
- Knowledge and interest in online technology and marketing
- Confident and well presented
- Investigative, co-operative and enthusiastic
- Effective team player with a flexible approach

DESIRABLE ATTRIBUTES:

- Effective team player with a flexible approach
- Ability to work independently and prioritise tasks under pressure
- Marketing or related Degree

THE INTERN WILL GAIN:

- In-depth understanding of current online marketing and current online trends in the UK
- Develop skills re social media and e-marketing
- Knowledge of marketing department operations, strategy and tactics
- Develop teamwork skills
- Develop flexible approach towards workload
- Develop the ability to work independently and prioritise tasks under pressure

HAVERING COLLEGE OF FURTHER AND HIGHER EDUCATION

JOB DESCRIPTION

JOB TITLE: e-MARKETING ASSISTANT
INTERNSHIP

DEPARTMENT: MARKETING

LINE MANAGER: Marketing Manager

GENERAL COLLEGE OVERVIEW

Havering College of Further & Higher Education is a highly regarded and successful education institution. We are committed to quality and currently provide a wide range of programmes to approximately 12,000 students

As a College we are committed to developing our staff to further enhance the quality of our provision.

EQUALITY OF OPPORTUNITY

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

GENERAL JOB OVERVIEW

The post holder will be a **voluntary** member of the Marketing Team, with the opportunity to assist with a range of marketing and online activities.

- This is a full time internship
- 5 months position (3 months internship plus 2 months project)
- Commencement of the internship – Jan/Feb 2013

HOURS AND CONDITIONS

Up to 36 hours per week 9am – 5pm some evenings will be required.

Salary: **unpaid internship - voluntary position**

DUTIES AND RESPONSIBILITIES

- Assist with Social media monitoring on websites such as Twitter and Facebook
- Upload content to college website and associated media
- Uploading videos to YouTube
- Post PR stories onto approved sites
- Upload programme content for college wide plasma screens
- Assist in market research projects
- Assist with proof reading
- Admin for photographic/media library
- Assist the marketing team with promotional activities across the college
- Assist with Marketing office administration as required
- Flexibility is essential within this post as hours may include early mornings, late evenings and weekends including public holidays.

The above list is neither exhaustive nor exclusive and the post holder will be expected to undertake any other duties within his/ her capability and experience that may be relevant and necessary to fill the post effectively.

OTHER RESPONSIBILITIES

- Work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies of the Corporation.
- Comply with Health and Safety legislation and EC Directives.
- Comply with any rules and regulations, which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interest of its employees and students.
- Comply with all Departmental and College policies, including the Policy to promote Equality of Opportunity.
- Undertake such duties and/or hours of work as may reasonably be required, commensurate with this post and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

NB: In consultation with the individual, this job description may vary to reflect actual, contemplated or proposed changes to the role.

PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES:

- Student who is currently studying towards a Marketing degree and having completed their 1st year
- IT skills. including Microsoft Word, Excel and PowerPoint
- Excellent English language skills
- Excellent organisation skills

- Good communication skills
- Knowledge and interest in online technology and marketing
- Confident and well presented
- Investigative, co-operative and enthusiastic
- Effective team player with a flexible approach

DESIRABLE ATTRIBUTES:

- Effective team player with a flexible approach
- Ability to work independently and prioritise tasks under pressure
- Marketing or related Degree

THE INTERN WILL GAIN:

- In-depth understanding of current online marketing and current online trends in the UK
- Develop skills re social media and e-marketing
- Knowledge of marketing department operations, strategy and tactics
- Develop teamwork skills
- Develop flexible approach towards workload
- Develop the ability to work independently and prioritise tasks under pressure



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Lifelong Learning Programme



Erasmus Student Work Placement

EMPLOYER INFORMATION	
Name of organisation	Havering College of Further and Higher Education
Address inc post code	Ardleigh Green Road, Hornchurch, Essex RM11 2LL
Telephone	+44 (0) 1708 455 011
Fax	
E-mail	
Website	www.havering-college.ac.uk
Number of employees	600+
Short description of the company	Havering College FHE is a highly regarded and successful educational institution.
CONTACT DETAILS	
Contact person for this placement	Andrew Bourne
Department and designation / job title	Faculty of Enterprise Marketing Manager
Direct telephone number	+44(0) 1708 455 011 ext.2122
E-mail address	abourne@havering-college.ac.uk
Application Procedure	
Who to apply to (including contact details)	Andrew Bourne
Deadline for applications	07.12.2012
Application process	Please send CV and cover letter in English. Please ensure that you satisfy the competences, skills and requirements before you apply.
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	You will work as part of the Marketing and Publicity team in the college.
Description of activities	<ul style="list-style-type: none"> • Assist with Social media monitoring on websites such as Twitter and Facebook • Upload content to college website and associated media • Uploading videos to YouTube • Post PR stories onto approved sites • Upload programme content for college wide plasma screens • Assist in market research projects • Assist with proof reading • Admin for photographic/media library • Assist the marketing team with promotional activities across the college • Assist with Marketing office administration as required • Conduct a research project
Location	London, Hornchurch
Start Date	Jan/Feb 2013
Duration	3 to 6 months
Working hours per week	36 h/w Monday to Friday Flexibility is essential within this post as hours may include early mornings, late evenings and weekends including public holidays.
Accommodation (please select)	Student to make own arrangements
Details of financial and "in kind" support to be provided	unpaid internship - voluntary position
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	<ul style="list-style-type: none"> • Excellen English language skills • Student who is currently studying towards a Marketing degree (or related) and having completed their 1st year • Excellent organisation skills • Good communication skills • Knowledge and interest in online technology and marketing • Confident and well presented

	<ul style="list-style-type: none"> • Investigative, co-operative and enthusiastic • Effective team player with a flexible approach
Computer skills and level of skills required	Good working knowledge with MS Office package: Word, Excel and Power Point
Drivers license	No
Other	Please see the Job Description for further details

INFORMATION PROVIDED BY	
Name	Nadia Bonnichi
Department / Function	International Business Development Office/EU & International Project Officer
E-mail address	nbonnichi@havering-college.ac.uk
Phone number(s)	+44 (01708 455 011
Date	22th Oct 2012

Please return this form by email to erasmus@britishcouncil.org