

## Internship Opportunity for Project Coordinator

Europa Training UK Ltd has been supporting student mobility since 2007 and conducts transnational surveys and research projects focused on mobility and internationalisation of vocational training and higher education.

We are offering an exciting **internship opportunity for a young professional to be part of the Europa Training UK team in a role of Project Coordinator from May 2016 for projects financed by the European Commission.**

The ideal candidate will be in charge of the implementation and coordination of market research projects on student mobility programmes, including internships, work experience and traineeship programmes.

### Outline Role description:

- ❖ Coordinate the implementation of the research project's deliverables, develop a communication and advocacy plan; develop a mapping plan;
- ❖ Prepare and manage project schedules and resources based on the project scope and requirements;
- ❖ Work with project team to understand research requirements; track and manage the project implementation, working closely with all project team members to ensure high-quality work on time and within budget;
- ❖ Producing detailed project documentation and specifications, including statistic reports;



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- ❖ Contribute to the continual improvement of practice and progresses;
- ❖ Regular report on research project status, progress and deliverables.

## Qualifications & Requirements

- ❖ Quick learner with structured way of working; work efficiently, be organised and able to prioritise tasks in a busy environment;
- ❖ Good knowledge of Microsoft Office (Word, Excel, PowerPoint.....);
- ❖ Comfortable working in a multicultural environment;
- ❖ Comfortable working independently and as part of a team;
- ❖ Flexibility with working hours;
- ❖ Language skills: English (fluent);  
Good knowledge of written and spoken English and other Languages are a significant advantage;
- ❖ Knowledge of project management techniques and methods;
- ❖ Knowledge of Erasmus+ education policies at European level are an advantage;
- ❖ Good communication skills are essential.

## Terms & Conditions

- ❖ Full time internship position;
- ❖ Hours per week: 37.5 hrs
- ❖ Start time: as soon as possible;

- ❖ Internship period: 2-months / 3-months / 4-months / 5-months / 6-months; with possibility to extend to a two year & full-time contract;
- ❖ Accommodation, subsistence and local transportation will be organised and paid by Europa Training UK;
- ❖ Casual, friendly work environment.

This position will help Interns acquire professional experience and develop their skills in the following areas:

- ✓ Marketing
- ✓ International Relations
- ✓ Project Management and Coordination
- ✓ Project Finance Management
- ✓ Business Administration
- ✓ Education Programmes Operational Delivery
- ✓ Communication and Community Engagement

Please send your motivation letter and CV to [info@europatrainingltd.com](mailto:info@europatrainingltd.com)

Deadline for application is 30<sup>th</sup> July 2016 with interviews taking place as soon as we find potential candidates.

For more information on our research projects please visit our website

[www.europatrainingltd.com](http://www.europatrainingltd.com)



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