



## Apply here

### Start date

February 2025

### Duration

6 months

### Languages

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

### Location

Belfast, Northern Ireland

Belfast is the capital city of Northern Ireland and over recent years has seen a period of significant regeneration and growth. The birthplace of the Titanic, this vibrant city has a buzzing nightlife and social scene with many cultural events taking place throughout the year. Close to beautiful countryside and the famous Giant's Causeway, Belfast has something to suit all tastes.

### 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

This is a great opportunity for a confident individual studying a business or similar related degree to gain practical experience in this fast-paced young at heart environment. Mentored throughout, in this multifaceted role, you will offer support to the centre manager in all aspects of administration handling mobility projects coming to Northern Ireland including documentation, researching and contacting suitable organisation and assist on cultural and social activities during the mobility. For the selected candidate this all-round role will be rewarding, fun and challenging.

## Tasks

- Research and contact suitable organisations in Belfast interested in the host's mobility programme and add them to the database
- Support the placement team create suitable mobilities for the participants, organise and the necessary documentation
- Setup interviews to prepare incoming participants for their placements
- Manage the CRM database ensuring all aspects of the projects and database are up to date.
- Support mobilities on-site preparing cultural event and social activities for our participants in town.

## Desired knowledge

- Business background or similar degrees.
- Proactive and communicative personality with organisational skills
- Good eye for detail and responsibility of assigned tasks.
- Work experience or activities outside formal education
- A flexible approach
- Practical knowledge of Microsoft packages, especially Outlook, Word and Excel
- Practical knowledge of CRMs or ERPs 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.