



## Apply here

### Start date

January 2025

### Duration

6 months

### Languages

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

### Location

Bath, England

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world famous Roman Baths and other attractions bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & festivals throughout the year.

### Are you eligible?

You are eligible for an ESPA internship if you are a registered student or have graduated within the past 12 months and have access to some form of grant funding.

### 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 an energetic candidate, with *outstanding 'people skills'*, to join the ESPA team and experience the enjoyment of promoting our internships with *enthusiasm and passion* to international students. This role will involve engagement in all the recruitment functions of an international internship business, including client liaison, interviewing and selection as well as the associated business administration duties. For the right candidate and availability, this role could become a permanent position. If you have an *engaging and positive nature* and like talking to people, then we want to hear from you! Apply today on our website and send your CV!

## Tasks

- Review new student internship applications in the ERP and update the system
- Assist the recruitment team with their administration tasks
- Connect matching student profiles to vacancies for the recruitment team to review
- Research vacancies in order to understand the host company's requirements.
- Contact registered students, arrange, and carry out interviews with them to understand their interest and suitability for the open vacancies.
- Review applicant CVs and determine their suitability for your own vacancies.
- Optimize the candidate experience from initial contact through to successful candidate start date.
- Support the internal training and development programme and aid its delivery.

## Personal Skills

- Studying for a degree in business management or similar
- Confident communicator, both written and oral
- Highly organized, excellent attention to detail with the ability to prioritize workload
- Team-working spirit and personality
- Willingness to learn
- Work to instruction and on own initiative
- High level of energy, drive, enthusiasm, and commitment

## Desirable

- Knowledge of International mobility programmes
- Previous experience in HR or recruitment an advantage

## The Host Company

ESPA is a young hearted welcoming host company and is the number one provider of quality internship experiences in the UK. With a unique business model, we can offer internships and research projects free of charge to students with companies in the UK, ranging from global corporates to start ups and, in a whole array of disciplines. We are now looking to get more quality host companies on board, meaning a need for top quality HR people to assist with recruiting. ESPA has hosted many successful internships and with our friendly team and work hard, play hard ethic, you are guaranteed a great experience.