

# Events & Training Intern

## **What is English UK?**

English UK is a registered charity dedicated to advancing the education of international students in the English language. We represent 450+ accredited English language centres in the UK, have 200+ partner agencies in 25 countries worldwide and host StudyWorld London, the UK's longest established business-to-business workshop for the study abroad sector.

Our UK based language centre members include private language schools and colleges, educational trusts and charities, and language centres in further education colleges and universities. All our member centres are accredited by the Accreditation UK scheme, which we manage in partnership with the British Council.

In addition to language centre members and partner agencies we have 45 corporate members who provide services for our sector. We also run an Accreditation Consultancy Service for unaccredited language centres that are in the process of working towards gaining accreditation through the Accreditation UK scheme.

## **What is StudyWorld London?**

StudyWorld London is English UK's flagship event and regularly attracts over 750 delegates from 60+ countries worldwide. StudyWorld London has grown from a small, language-focussed event which began in 1969 and to an established event for UK-based education providers and those that work with them internationally.

The main focus of StudyWorld is to provide quality education providers (schools, colleges and universities) and international education buyers the opportunity to meet during pre-arranged appointments. All educators must be fully accredited or government-approved, and all buyers must belong to approved professional associations or meet tough selection criteria.

## **Location:**

Central London, EC1.

## **Responsible to:**

Siobhan Baccas, Events & Member Relations Manager

## **Duration:**

February 2018 – September 2018

## **Main areas of responsibility:**

- Database maintenance involving updating current records and entering new contacts
- Assistance with administration of event, conference and training day bookings including, data input and written correspondence with delegates
- Responding to both written and verbal inquiries relating to the event
- Pre-event support including printing signage, packing office equipment, etc
- On-site event support for the duration of the event (including the preceding weekend)
- Any other tasks as allocated by the Manager, including the support of any English UK campaigns and projects when required.

**Skills required:**

- Excellent administrative and organisational skills
- Computer literate - proficient in the use of Microsoft Office: Word, Excel, email and internet
- Confident and professional manner
- A keen eye for detail and accuracy
- Good communication skills in English (both written and spoken)
- Excellent customer service skills
- Ability to work independently on own initiative and as part of a small team.

**Other requirements:**

- Candidate must be legally permitted to carry out an internship in the UK.
- Candidate must be participants on an EU scheme such as Leonardo da Vinci or Erasmus.

**How to apply:**

Please email your CV with a cover letter outlining your relevant experience, why you think you are suitable for the position and how you fulfill each of the skills required.

**Contact:**

Aisha Noble-Clark, Office Manager

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