



## BUSINESS ADMINISTRATION INTERNSHIP

REF. No. 1152

### About us

We are a not-for-profit social enterprise who were established in order to drive better outcomes in Public services, through developing the public sector's capability to collaborate, innovate and lead. Partners comprise charities, social enterprises, professional networks, and commercial enterprises as well as public and civil service organisations including the Department for Digital, Culture, Media & Sport and the Local Government Association.

We deliver the Commissioning Academy - one of the flagship development programmes for current and future leaders in the local, health and civil services. As well as offering other cross-sector capability development programmes, we hosts knowledge-networking and experience sharing events for senior people, and also supports the go-to website for industry leading practices and thinking - [publicservicetransformation.org](http://publicservicetransformation.org).

### Tasks

Our internship programme is aimed first and foremost at developing a core understanding of business administration within the consultancy world. You will learn about the behind the scene processes that keep a business running, including but not limited to:

- Event organisation
- Supply management
- Contract management
- Office management

You will be involved in these processes on a daily basis and depending on your skills and areas of interest, you may be given responsibility for one of the above during your time with us. In addition, other activities as part of this internship will include:

- Scanning, filing and organising documents and files
- Event organisation including room booking and sending out invites
- Ordering stationery and office supplies
- Diary management, organising meetings, travel and lodgings
- Managing contact lists
- Preparing template documents
- Greeting guests and answering general inquiries
- Assisting with proposals

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You may also be given the chance to assist with other areas of the business, such as marketing and communications, HR, and resourcing. There may also be additional opportunities to provide project support to client projects, but please note that these opportunities depend on the projects we are working on at the time, so we cannot promise that this will be part of your internship.

Skills you are likely to pick up during this internship will include:

- Communication with clients and colleagues
- Formatting and document presentation
- Time management
- Proof-reading
- Workload management
- Developing business-level English

Your internship is all about what you make of it, so the more you put in, the more you are likely to get out of it and the more you will learn!

## Skills needed

- Our interns get involved in providing support to both our team and our wide network of independent consultants who are based away from the office. Opportunities to get involved will vary depending on what comes up during your time with us, but please be aware that there will be both administrative and creative aspects to what you do.
- A successful intern will:
  - Be enthusiastic about taking on new challenges, tasks and processes
  - Be happy doing a variety of tasks
  - Be used to working to tight deadlines
  - Be extremely organised and have excellent attention to detail
  - Be adaptable (as we are a growing organisation where priorities regularly change)
  - Be comfortable working with a diverse range of people
  - Be accustomed to having an independent workload
  - Demonstrate confidence with spoken and written English
  - Have excellent skills in MS Office (Word, Excel and PowerPoint)
  - Have a strong interest in (and ideally an understanding of) marketing, including social media

## Duration of the internship

minimum of 3 months

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## Office languages

English

## Location

Close to Vauxhall Station; London

## Financial support

Travel card

## Office hours

9:00-17:30