

Engagement

Graduate Intern: Recruitment Events

Ref : 18GIENG1

ABOUT US

London Metropolitan University is committed to making education available to people from all walks of life and plays an important role in society and our local community. We offer a diverse range of courses across a range of disciplines in three locations across London.

Our Graduate Internship Scheme (2018/19) offers a range of paid fixed-term roles in one of our schools or professional services departments. This is an excellent way for our recent graduates to apply and develop the skills gained with us.

This opportunity is only open to London Metropolitan University graduates who have successfully completed a course of study with us in 2018 and have had their award confirmed. Successful graduates must be available to start an internship with us on 8 October 2018.

ABOUT THE POST

Be part of the creative team designing the new style of open events as well as gain training and development to help you move into designing and leading your own events.

This exciting opportunity will provide first-hand experience of coordinating events on site as well as UK and international travel to manage external events. As part of the team the suitable candidate will have the responsibility for working closely with stakeholders to actively contribute towards the development, coordination and delivery of innovative recruitment activities.

We are looking for a candidate with a keen interest in event creation; someone that is highly creative, problem solving, analytical, organised yet flexible individual with a positive attitude to recruitment within the higher education sector. You will need to demonstrate a good understanding of the planning, organisation and the feedback.

You will need to have excellent interpersonal skills, the ability to work to tight deadlines and a willingness to confidently speak to a variety of people across the UK and overseas.

In return, the team will provide you with the necessary direct and transferable skills to allow you to confidently move into your chosen profession, as well as travel to a variety of destinations.

For further details about the scheme, please go to our webpages at: <http://tinyurl.com/jdt9lau>

Interviews will take place between 20 August 2018 and 7 September 2018.

ESSENTIAL INFORMATION

Salary £18,615 per annum

Contract	Fixed Term
Start Date	08.10.2018
End Date	07.10.2019
Working Time	Full-time
Application Closing Date	03.08.2018
Reference	18GIENG1

HOW TO APPLY

To apply for this role:

- (1) Please complete the online application in full.
- (2) Please complete or attach a supporting statement that demonstrates your: interpersonal and communication skills; team working; accuracy and attention to detail.
- (3) Please also include your student ID number; course title; University reference contact in the supporting statement.
- (4) In addition to your supporting statement, please attach (or include in your supporting statement) up to 500 words on "Why I wish to be a Graduate Intern at London Metropolitan University".

Can I apply for more than one role?

You must only apply for one internship role. If your application is unsuccessful, your application will automatically be considered for any other unfilled internships. If you wish to be considered for other specific internship roles, please list these clearly on your supporting statement.

Is your award still pending?

You can still apply for intern positions pending confirmation of your award as there will still be time to consider your application following the final awards board.

What if I require a visa to work?

The graduate internship scheme will not be suitable to Tier 4 visa holders or meet the criteria for a Tier 2 sponsorship. You will need to be able to demonstrate your eligibility to work in the UK for the full duration of the internship, namely from 8 October 2018 to 7 October 2019 inclusive.

If you have a query, please e-mail graduateinternships@londonmet.ac.uk quoting the job reference number.

Further advice and guidance about completing applications and writing supporting statements is available from your Careers and Employability Team at: www.londonmet.ac.uk/careers.

RELATED DOCUMENTS

Job Description/Person Specification:
<https://londonmet.box.com/v/18GIENG1>

Summary Terms and Conditions:
<https://londonmet.box.com/v/TCsPSG5>