

**Project Assistant (UK and International)  
Student internship (6 - 12 month placement)  
Commencing Summer 2014  
(Full time – 37 hours per week)**

**An excellent development opportunity has arisen for a talented individual to join a small team of consultants in the UK as Project Assistant for national, European and international projects.**

This post offers a varied and interesting workload, and the chance to develop key skills in a supportive and stimulating environment.

You will be responsible for assisting with the co-ordination and administration of the various national and international projects undertaken by Inova Consultancy covering areas such as mentoring, research projects and training programmes.

The role of Project Assistant will involve supporting project activities such as administrative tasks, practical research, evaluation, writing reports and assisting with marketing and dissemination of projects. You will be expected to assist in the preparation of project management and financial reports for the Director and to help maintain the necessary documentation for audit requirements and funding bodies across all projects. You will be willing to attend and contribute to relevant events and meetings in various locations in the UK and in Europe. It would be helpful if you have experience in liaising with a wide range of people across different organisations from different cultures. Experience of working on a busy, diverse workload with some flexibility is desirable.

You should be studying for a degree, and are preferably in your final year of a degree in business, social sciences, marketing/communication studies or English language. Excellent organisational and communication skills are needed for this post along with the ability to work well on your own initiative and as part of a small team.

Inova will contribute 100 euros per month to the candidate's subsistence costs. **This opportunity is especially ideal for candidates who have access to a Leonardo da Vinci or Erasmus mobility grant. Self-funded candidates are also welcomed. 12 months placement is preferable.**

**Further Information**

Further information about Inova Consultancy is available on [www.inovaconsult.com](http://www.inovaconsult.com). If you would like to discuss this post in more detail please contact Marina Larios email: [mlarios@inovaconsult.com](mailto:mlarios@inovaconsult.com)

**Application Process**

To apply, please send your CV and a detailed covering letter outlining your interest in the post and your skills and experience to:

Anouk Aladjemoff: [admin@inovaconsult.com](mailto:admin@inovaconsult.com) with the subject "Project Assistant Spring 2014"

***Closing date: OPEN UNTIL FILLED***

<b>Person Specification</b>	
<b>Job Title</b>	<b>Internship: Project Assistant (UK and International)</b>
<b>Company</b>	Inova Consultancy Ltd
<b>Responsible to</b>	Inova Co-ordinators
<b>Responsible for</b>	n/a

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Studying for degree or Recent graduate	Area of study: business, social sciences or English language. Final year student
<b>Experience</b>		Experience of co-ordinating projects
		Office experience
<b>Knowledge and Skills</b>	Sound knowledge of MS Office applications	
	Excellent English skills (advanced level written and oral skills), corresponding to Europass level C1 or C2	
		Knowledge of other languages
	Excellent Communication Skills (written and verbal)	
	Ability to multi-task and work to tight deadlines	
<b>Personal Qualities</b>	Team player but with ability and motivation to work on own initiative	
	Flexible approach and positive attitude	
	Ability to build external relationships with clients	
	Interest in diversity and equality issues	
<b>Other Circumstances</b>	Willingness to travel in UK and abroad as necessary	