

## PA INTERNSHIP

REF. NO. 679

### About us

We are the UK's experts in Engaging and Educating children, young people and families through activity, and have been doing this for over 20 years. We do this through our Train, Support and Delivery models.

We train individuals to work across a range of settings that deliver children and young people activities.

We support all settings that deliver children and young people's activities through resources and management systems.

We deliver children's and young people's activities across a number of sectors which include: Education, Health & Fitness, Voluntary, Leisure and Sport.

### Number of employees

500

### Tasks

- Devising and maintaining office systems, including data management and filing
- Arranging travel and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations
- Meeting and greeting visitors at all levels of seniority
- Organising and maintaining diaries and making appointments
- Taking dictation and minutes
- Carrying out background research and presenting findings
- Producing documents, briefing papers, reports and presentations
- Organising and attending meetings and ensuring the manager is well prepared for meetings

#### Skills needed

- Good written and verbal English
- Basic computer skills including excel and social media knowledge
- Attention to detail
- Creative
- Ability to work on own initiative as well as part of a team

#### Skills to be acquired

A discussion will be had with the Intern to understand their particular skills and needs so that the experience is as meaningful as possible, both for the Intern and us. We will endeavour to give the Intern responsibility, guidance and support throughout their time with us.

#### Period

3-6 months

#### Office languages

English

#### Location

London, W4

#### Financial support

Travel expenses

#### Office hours

Monday-Friday, 9 am – 5.30 pm

#### Contact

Praktikum in London/ ASB Internship Solutions Ltd.  
office@praktikum-in-london.de  
Tel: +44- (0)20- 8740 3165