

Erasmus Student Work Placement in the UK

| EMPLOYER INFORMATION | |
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| Name of organisation | Bone Wells Urbecon Ltd |
| Address inc post code | Argyle House, 29-31 Euston Road, London, NW1 2SD |
| Telephone | 0044 207687 2020 |
| Fax | 00044 2072783466 |
| E-mail | info@bonewells.co.uk |
| Website | www.bonewells.co.uk |
| Number of employees | 4 |
| Short description of the company | Bone Wells Urbecon are a North London based economic and planning consultancy firm composed of a multi-disciplinary team working for economic development, regeneration and planning. Please see website www.bonewells.co.uk for further information. |
| CONTACT DETAILS | |
| Contact person for this placement | Natalia Naranjo |
| Department and designation / job title | Researcher |
| Direct telephone number | 02076872020 |
| E-mail address | Natalia.naranjo@bonewells.co.uk |
| Application Procedure | |
| Who to apply to (including contact details) | Natalia Naranjo natalia.naranjo@bonewells.co.uk |
| Deadline for applications | Please send your application by Monday October 29 th 2012. |
| Application process | Please email your CV and a cover letter to the email address above. |
| Other | N/A |

Please provide as much information on the placement as possible – too much information is better than not enough!

| PLACEMENT INFORMATION | |
|---|---|
| Department / Function | Research Assistant |
| Description of activities | <p>The interns assist the directors and our consultants in carrying out research for a number of projects and gain valuable experience in evaluation, economics and planning. The tasks will vary depending on the projects running and won, but may/are likely to include:</p> <ul style="list-style-type: none"> • Monitoring possible opportunities for new projects on relevant portals • Assisting in the write up of proposals and PQQs, liaising with the project team, associate consultants and possible clients. Putting together information needed and conducting research on the relevant topics. • The development and update of the company website • Extraction and statistical analysis of employment data • Research and marketing to appropriate corporates • Research projects • Design of surveys on software, and analysis of the responses • Assistance with report writing • Administrative and organisational support to the office |
| Location | Kings Cross, London. (Address above). |
| Start Date | Position available from 1 st November 2012 |
| Duration | 5 months |
| Working hours per week | 40 hour week. 9.30 to 5.30 Monday to Friday. |
| Accommodation (please select) | <input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements |
| Details of financial and “in kind” support to be provided | We will contribute to travel costs for the intern and some subsistence up to £200 per month |
| Other | |

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

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| Languages and level of competence required | Good/Excellent written and spoken English needed. |
| Computer skills and level of skills required | Must be competent in Microsoft Office, specifically Word and Excel |
| Drivers license | Not applicable |
| Other | Skills required: good written communication; good verbal communication, basic research, numeracy and analytical skills; flexibility and willingness to engage in a variety of tasks. |

INFORMATION PROVIDED BY

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|-----------------------|---------------------------------|
| Name | Natalia Naranjo |
| Department / Function | Researcher |
| E-mail address | natalia.naranjo@bonewells.co.uk |
| Phone number(s) | 02076872020 |
| Date | 25 th September 2012 |

Please return this form by email to erasmus@britishcouncil.org