



Lifelong Learning Programme



Erasmus Student Work Placement in the UK

EMPLOYER INFORMATION	
Name of organisation	Cogs Agency Limited
Address inc post code	Curtain House, Studio 200, 134-146 Curtain Road, London EC2A 3AR
Telephone	+44 (0)207 749 0777
Fax	+44 (0)207 749 0778
E-mail	hello@cogsagency.com
Website	www.cogsagency.com
Number of employees	19
Short description of the company	<p>Cogs Agency is a specialist digital recruitment consultancy based in London, UK and we match the brightest digital talent with the industry's leading agencies and most exciting brands.</p> <p>We work for London's leading digital and integrated agencies as well as blue chip companies and start-up brands in the UK and increasingly in Europe. We represent permanent, freelance and interim/contract talent across the whole of the digital spectrum, including:</p> <ul style="list-style-type: none"> • Creative and Design • Client Services • Strategy and Planning; social, web, brand, analytics • Project management and Producers • User Experience/IA • Technology; Open source, Microsoft and Actionscript technologies. QA and testing • Editorial and Content Production • Digital Marketing; Direct response, e-commerce, campaign <p>Each member of our team is dedicated to a specific discipline that they have great experience in, which allows us to provide you with focused career management, advice and consultancy. We are proud winners of the 2011 'Agency of the Year' Award at the MARAs (www.ukmara.co.uk).</p>
CONTACT DETAILS	
Contact person for this placement	Margaret Maupin or Chris Frost

Department and designation / job title	Operations Director (Margaret Maupin) Founder and Director (Chris Frost)
Direct telephone number	0207 749 0777
E-mail address	Margaret@cogsagency.com and chris@cogsagency.com
Application Procedure	
Who to apply to (including contact details)	Candidates should send a CV, covering note (bonus points for creativity or for someone who can do it in 140 characters or less!), and evidence of their interest in social media to Maggie@cogsagency.com .
Deadline for applications	1 st April 2012
Application process	We will screen all applications and hold one or two interviews (this can be done via Skype or in person) with a small group of shortlisted candidates.
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	Social Media Intern
Description of activities	<p>The Social Media Intern is responsible for coordinating and executing the company's social media strategy, working across key social media channels including Facebook, Twitter and LinkedIn. This role offers the intern a total immersion into a busy digital recruitment business and the successful candidate will work closely with key members of staff, external social media consultants, and the agency's clients and candidates to learn about social media, digital communications and marketing in a business to business environment. This role will be instrumental in increasing our social media presence and gaining visibility for our brand among clients and candidates.</p> <p>Please see the attached job description for a detailed summary of the kinds of activities the student can expect to get involved with.</p>
Location	Cogs Agency's office (address above), based in the heart of the trendy Shoreditch neighborhood in London.
Start Date	ASAP
Duration	6 months with possibility for extension to 12 months
Working hours per week	Full time (38 hours per week)
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 pay a £100/week stipend, plus cover the student’s travel costs to and from the office. In addition, we offer all our employees free breakfast daily.
Other	Please note that we do have an office dog (a small puggle who is very well-behaved).

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<ul style="list-style-type: none"> • Fluent written and spoken English is required; • Excellent GCSEs, A-levels or equivalent education, particularly in English, Literature, History or Politics; • Proven written communication skills, and a passion for writing both short- and long-copy; • Excellent verbal communications skills; • An interest in marketing, communications, social media or reputation management; • An ability to consistently demonstrate our values of insight, hard work, and effectiveness in your personal approach to work; • An entrepreneurial attitude; • Excellent attention to detail and a high motivation to learn; • A proactive, service-focused attitude towards our clients and candidates and the teams you support internally; • An ability to remain calm under pressure and a robust/resilient attitude towards challenges; • An ability to prioritise work and complete tasks with quick turnaround times and minimal fuss; and • The ability to work collaboratively with a team.
Computer skills and level of skills required	<ul style="list-style-type: none"> • Passion for and familiarity with key social media tools (e.g. Twitter and Facebook); • High proficiency in Microsoft Office products (e.g. Word, PowerPoint, Excel);
Drivers license	Not required
Other	n/a

INFORMATION PROVIDED BY

Name	Margaret Maupin
Department / Function	Operations Director
E-mail address	Maggie@cogsagency.com
Phone number(s)	0207 749 0777
Date	7 th March 2012

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