

Events Management Intern: September 2019

British Expertise International (BEI) is a member-based organisation supporting UK-based companies serving the full infrastructure value chain, from design and planning through to project delivery, all aspects of engineering and construction. In addition, BEI operate a specialist focus on development aid covering the full range of sectors within international development.

BEI supports members to understand international markets, identify, assess and secure business opportunities internationally through a wide range of activities, including networking events, sector-focused forums, bespoke international market intelligence, and demand-based trade missions. BEI has successfully delivered this unique focus, working both through our proprietary networks and alongside the UK government and other stakeholders, for over 50 years. Membership is designed to assist UK-based companies with building international networks, providing insights and delivering access to overseas markets.

We deliver market-leading knowledge and opportunities through our knowledgeable team working closely and pro-actively with members. During the course of the internship, you will get a chance to attend a number of internal and external events with politicians and senior industry experts, and will benefit by growing your personal network. You will expand your knowledge on how UK business interacts with Parliamentarians and the Civil Service and will get a real insight into the workings of a business-focussed membership network.

We are looking for a full time Events Management Intern to support British Expertise International in shaping and delivering its events programme. In this role you will be responsible supporting the management and delivery of events, including researching event topics and hosting.

Job description.

Typical responsibilities may include:

- Supporting the Membership Manager in event management and delivery:
 - Researching event topics and speakers as required
 - Event management support including, including guest lists, event promotion and set up
 - Acting as Front of House for events
 - Engaging with members at events
- Engaging with senior stakeholders, including government bodies
- Support in the planning of British Expertise International Awards 2020
 - Event planning support
 - Research potential award entries as needed
 - Writing and editing communications and promotions
- Ad hoc administrative support, using Salesforce (training will be provided)

- As part of a small team it will be necessary to assist in a variety of tasks, as and when required.

Essential skills.

Good practical knowledge of the Microsoft Office suite is essential, especially Outlook, Word and Excel.

The candidate will be educated to degree level (2:1 or above), have excellent verbal and written communication skills, and have an interest in the business world and current affairs.

Other essential skills: strong communication skills, research skills; organisational skills; proactive, can-do attitude.

Desirable: Good understanding of the UK political system and the civil service. Some experience with CRM systems (Salesforce training will be provided). Interest in marketing and comms.

Deadline for applications: 15th September 2019

Location: Mayfair, London

Contract: Three months, full time

Salary: London Living Wage

Please email your CV and cover letter to Sue at sw@britishexpertise.org