



Apply here

Start date

September 2023

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Bristol, England

Bristol is the largest city in the South West of England. It has a strong reputation for creativity, digital innovation and social enterprise, and is the home of Oscar-winning Wallace and Gromit and urban artist Banksy. Offering a lively nightlife, bars and restaurants aplenty, musical diversity and many historical attractions, including the SS Great Britain and the Clifton Suspension Bridge. In 2017, The Times newspaper voted it 'Best Place to Live in the UK' for young adults.

Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is an outstanding opportunity for a proactive individual, to gain practical experience in Events Management, within this highly successful company. Mentored throughout, you will be given the responsibility to use your excellent organisational and communication skills to assist in the setup, marketing, and running of important internal and external events. This experience is a great opportunity for both personal and professional development as well as being an invaluable addition to your CV and career prospects.

Tasks

- Take responsibility for specific elements of the planning and delivery of events under the direction of the Projects and Events Manager
- Contribute to the planning and delivery of marketing these events, interacting with key stakeholders across the business
- Be integral to the promotion, communication, and reporting outcomes
- Assisting with the management of third-party suppliers, speakers, and exhibitors
- Preparing collateral both creative and functional, as well as reference documentation
- On-site at events to ensure the smooth running

Desired Knowledge and Attributes

- Studying for a degree in Business, Management, Marketing or similar
- Experience managing social media platforms
- Experience in using Microsoft Office (particularly Excel and PowerPoint) and Outlook
- Attention to detail
- Ability to organise workload and multi-task
- Proactive communication skills

The Host Company

The host, established in 2011, is the UK Market leader in Veterinary care supporting over 1 million pet and livestock owners throughout the country. With more than 1000 practices, they generate over £250 million in revenue and employ more than 10,000 people. Their modern, high-tech facilities offer the best in modern day veterinary care and they invest heavily in research and development to ensure they keep pushing the boundaries of veterinary science. With further expansion planned, this ambitious company is seeking talented individuals to help them achieve their goals.