Enterprise Intern

Location: London and Southern England
Position Type: Enterprise Internship
Closing date for applications: NOON 25th April 2014

Salary: £8/hour

Advert Brief

Enterprise CUBE is a dynamic and innovative social enterprise that is growing rapidly. We work to find ways to unlock enterprise and its potential; allowing more people to create their own start-up businesses and benefit from enterprise in their communities. You would be joining us at a very exciting time, in a challenging role with lots of potential to grow with us.

Overview

About Enterprise CUBE

Enterprise CUBE is a social enterprise created to fill a gap between disadvantaged people and business, to help people to create their own futures. Enterprise CUBE works to help disadvantaged people, particularly the unemployed, to use their skills and passion to start their own businesses. For many people this can offer a rewarding career and a route out of hardship. Enterprise CUBE also uses its experience to support social enterprises, community groups and large organisations to have more social impact through doing business differently. We believe in 'Business for Everyone', so all of our support is designed to be straight forward, practical and easy to use.

About this role

This is a really exciting opportunity to gain experience of start-up business, social enterprise, working in disadvantaged communities and delivering innovative training programmes. You will contribute significantly to our Strive programme and will be involved in running our flagship courses. You will work alongside our director across four different communities spread over Southern England (travel paid).

As you'll be joining a fast growing social enterprise, you'll be involved in every part of the business, so we'll ask you to be as flexible and enthusiastic as we are. During your 3 months internship, you'll be given real responsibility and will support projects critical to the organisation and to the lives of the people we help.

One of the exciting projects you'll be helping to deliver and support our Strive business start-up workshops, helping disadvantaged entrepreneurs create their own businesses. Another key part of your role will be supporting the community start-ups, as they go on from our training programme to the first stages of starting up their new businesses.

This internship is the perfect chance for someone looking to gain hands on experience with start-ups, pop-ups and grassroots social enterprise. This role will offer you an in-depth insight into the workings of a small enterprise achieving big change, giving you valuable and genuine experience in running and coordinating significant projects.

As we grow, there may be future career opportunities with Enterprise CUBE.

You'll get a wide range of experience, but here are some tasks you may be asked to work on:

- Coordinating our busy training schemes
- Communicating with our start-up community
- Assisting in PR campaigns
- Evaluating our social impact
- Developing and updating training resources
- Research and being involved in strategic planning
- Pop-up retail project design and co-ordination
- Assisting in funding applications

Location
Various locations across England, with some home working.

Reporting to
Director.

Hours
This internship will last 14 weeks and is a full time position (37.5 hours/week).

What to do next
To apply for this role please send a CV and covering letter to Richard Lanning at **info@enterprisecube.org.**

About our internship scheme
Every member of the CUBE team is highly valued for the skills and energy they bring to our work. We are a small, hard working and very dedicated team and we hope to provide you with an insight into the daily workings of a growing grassroots social enterprise. The successful candidate will have unique access to our business start-up support.

Your role as an intern will help make a great contribution to the work of Enterprise CUBE. As you will support specific projects, you will have a real responsibility and a place in our team, bringing some of your skills and experience to the role. Therefore, you'll finish the internship having learnt a lot, and with a significantly enhanced CV.

What we are looking for

We are looking for someone who can see the potential in people and you will need to have great communication skills. We keep the beneficiary at the heart of what we do, working to understand their needs and the difference we make, so it's key to be able to communicate well at many levels.

We are also looking for:

- A graduate or someone who has first-hand experience of working in start-ups.
- A good communicator.
- Someone experienced with Microsoft Office Package.
- Someone able to write simple and effective communications.
- Someone enthusiastic about helping people.
- Someone interested in developing marketing and project management skills.
- Someone interested in being part of a fun, dynamic and fast paced organisation.

We're a laidback, but hardworking team, so if you want to make a difference without wearing a suit, you'll fit in here!

Deadline

Application Deadline: Saturday 25th April
Interview Dates: Monday 27th April
Start Date: Earliest Opportunity.

To apply for this role please send a CV and covering letter to info@enterprisecube.org.