



## KEEP+ Innovation Internship Job Advertisement

All KEEP+ Innovation Interns are employed by company beneficiaries of the European Regional Development Fund supported KEEP+ Programme. Roles will be based within those companies so please consider their location when applying for a KEEP+ Innovation Internship vacancy.

### The Employer

#### Company name

Visit Greenwich – Royal Borough of Greenwich Destination Management Company

#### Company address

11<sup>th</sup> Floor  
6 Mitre Passage  
Peninsula Square  
London  
SE10 0ER

#### Address at which the role will be based (if different to above)

Same as above

#### Company contact details

Su Whiting  
Head of Marketing & Development  
020 3040 2269  
  
Su@visitgreenwich.org.uk

### Details of the Vacancy

#### Job title

Graduate Trainee Business Tourism Research Analyst

#### Job description

##### Overview

Research into the type of association conventions, conferences and large events that Greenwich is in a strong position to bid to host.

##### Activities

- Research into the types of events that associations hold and when;



- Research events relating to three main sectors relevant to Greenwich: tourism, maritime, digital technology (inc. Smart Cities);
- Consider other sectors that also relate: eg. Architecture, Conservation, Design
- Research how each association promotes or runs its bidding process;

### **Qualifications, Experience and skills required**

#### **Qualification**

BSc in Business Studies with marketing or similar qualification

#### **Experience**

##### Essential

- Experience in data management
- Experience of conducting research and providing analysis including report writing and presentation skills.
- Experience of working to deadlines and managing own time
- Able to contribute to a small and productive team environment

##### Desirable

- Knowledge of the Meetings, Incentive, Conferences & Event (MICE) industry
- Knowledge of Event Management
- Knowledge of Greenwich
- Knowledge of transport links of Greenwich and surrounding area

#### **Skills**

- Good verbal and written communication skills
- Strong interpersonal skills
- Microsoft Office suite to intermediate level
- Research and analysis with attention to detail
- Proficient in identifying and using online resources and social media for research and information gathering
- Good time management

#### **Pay and benefits**

Benefits include, cycle to work scheme, childcare vouchers, health care cash plan and contribution to gym membership.



Other relevant information

12 week internship.

Closing date

14<sup>th</sup> December 2018

How to Apply

In the first instance please supply an up to date CV and covering letter INCLUDING DETAILS OF ANY VISA REQUIREMENTS TO ENABLE YOU TO WORK IN THE UK by email to [keepplus@anglia.ac.uk](mailto:keepplus@anglia.ac.uk) - your application will be checked against the minimum advertised requirements and then passed on to the potential employer. You will be contacted by the potential employer in the event that they wish to interview you for the role.

**Keep + Programme Privacy Notice Template**

<p><b>Who are we?</b> The KEEP+ programme is administered by ARU on behalf of the Ministry for Housing, Communities and Local Government.</p> <p><b>For what purpose do we use your data?</b> The information we obtain from you is for recruitment purposes and is used to determine the outcome of your application and maximise the support that we provide. If you fail to provide all the information you may not be able to avail of all the support available nor complete the recruitment process.</p> <p><b>What is the legal justification?</b> You freely provide us with your personal data. If you don't provide your personal data we cannot contact you and offer interviews or advise the outcome of your application. The legal basis for processing your personal data is in support of entering into a contract with a third party SME.</p>	<p><b>How long do we keep your information?</b> Recruitment records and covering letters are retained to the 31<sup>st</sup> December 2033, as currently required by European Commission funding requirements and KEEP+ Grant Agreement with MHCLG.</p> <p><b>How do we secure your information?</b> The University is committed to holding your data securely and uses information security best practice to transmit personal data. Data is held in accordance with the University's Information Security Guidelines.</p> <p><b>Contact details of the service</b> – If you need to contact us, change information or choose to opt out please email <a href="mailto:carole.randall@anglia.ac.uk">carole.randall@anglia.ac.uk</a>, or call 01245 684310</p> <p><b>ARU Data Protection Officer:</b> can be contacted at: <a href="mailto:dpo@anglia.ac.uk">dpo@anglia.ac.uk</a></p>
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**What information do we collect about you?**

Name, contact details, work history, educational attainment and general supporting information such as any covering letter you send with a CV, regarding your suitability for an advertised role. If you obtain a longer term role, of at least 12 months, your company will provide KEEP+ with a copy of your contract, as evidence of a “job created”.

**To whom do we disclose your information?**

Sources of information will include you and your business employer. The data is disclosed to ARU staff, your potential business employer, MHCLG, MHCLG’s auditors and the European Commission.

**Your rights** – You have the following rights for your personal data: to withdraw consent at any time; to lodge a complaint with the Information Commissioner’s Office Helpline 0303 123 1113 or [www.ico.org.uk](http://www.ico.org.uk) ; request a copy of your data from us; to request us to cease processing if you suffer damage or distress; to correct the data; to request us to erase your data; to restrict our data processing activities; request us to stop any direct marketing activities to you.

**Further information** on how your personal data is used can be obtained from <https://www.anglia.ac.uk/privacy-and-cookies>

**April 2018**