



Year Abroad Work Placement Description

INFORMATION ON THE PLACEMENT PROVIDER	
Name of organisation	Unitrips
Address inc post code	Calle Fernando el Santo 24 1c, Madrid, 28010 Spain
Contact person for this placement	Angel Iglesias
Department and designation / job title	Sales manager
Telephone	+34655373453
E-mail	rrhh@unitrips.es
Website	Unitrips.es
Number of employees	6
Short description of the organisation	Tour operator for young people, student and Erasmus.
Other	

SELECTION PROCEDURES	
Please specify the documents required for application (e.g. CV and cover letter in German)	CV and cover letter in Spanish
Please specify further selection procedures (e.g. tests, interview in person or via Skype)	Interview via skype in English/Spanish, numerical test

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Sales
Number of placements proposed	2
Job title	Sales and social network assistant
Description of activities, including information on the professional skills and experience that the student will be able to gain during the course of the placement. In what capacity does the placement allow students to improve their skills in the language studied?	<ul style="list-style-type: none"> - Social networks posts - Event management assistant - Event wordpress editing Spanish/English - Trip planning, trip execution, tour leader assistant - Photo and video selection and edition - Development and research of new partners/providers - Administrative tasks
Approximate dates for the placement <i>(Minimum of 9 months. A start date in mid-September fits in best with the academic year. A pass in the second year of study is required for students to undertake the placement as a recognised part of their degree programme. Second year examination results will be published on Monday 2 July 2018. The placement start date should be after the publication of results. Placements should conclude no later than 31 August 2019).</i>	<p>From 20th August To 1st July</p> <p>Dates are negotiable</p>
Working hours per week and proposed timetable <i>(Minimum of 25 hours per week.)</i>	38
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" 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	200 € + bonus (trips and events tickets)
Other	

PERSON SPECIFICATION - skills, experience and personal attributes	
Essential	Social, team worker, to work under pressure, good Spanish level, ability to talk with people, sales skills, quick learner, highly motivated
Desirable	Excel and wordpress

INSURANCE	
Does your organisation hold general liability insurance?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Would your organisation's insurance provide cover to the student if they were liable for causing damage to property or injuring someone whilst under your supervision?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Would your organisation's insurance cover liability arising from injury sustained by a placement student as a result of their duties whilst at your organisation?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Please return this form by email to lcemployability@leeds.ac.uk