**Job Description:** Third Sector International (3Si)

|  |  |
| --- | --- |
| **Role**: Research Assistant and Bid Writer  **Duration**: 3 months  **Website**: [www.3si.es](http://www.3si.es) | **Location**:  C/ Leonardo Da Vinci, 18  Planta 5ª, Módulo 1  41092, Sevilla |

**Company Description**:

3Si is a vocational training and research centre supporting youth employment in the community. Our mission is to help young people gain employment in a demanding labour market. We have over ten years of experience and continue to develop our networks both in the south of Spain and across Europe.

**Role Description**:

During their 13-week placement, the participant will work as a Research Assistant and Bid Writer for 3Si in Seville. They will primarily assist with research and writing for funding proposals in the vocational training and education sector. In addition, they will undertake research and content creation for European projects in different fields of education, including language teaching and digital design. The participant will support project management and administration under the supervision of a project manager.

**Required Applicant Profile:**

• Ideal for someone who wants to gain insight into funding, project management, and research

• Excellent communication and writing skills

• This role involves a variety of tasks and working to deadlines. We are looking for candidates who are flexible, enthusiastic and able to work independently

• Spanish language skills – useful but not necessary, as communication will mainly be in English