

Intern - Events, China-Britain Business Council 活动部实习生

Location: Beijing

We are currently recruiting for an Events Intern based Beijing office. The Events Intern will support the Assistant Director, Events in China to deliver increased, improved, and more engaging events to members and stakeholders. Excellent English spoken and written skills are essential and basic design skills are also desirable.

About CBBC

The China-Britain Business Council (CBBC) is the UK's national business network promoting trade and investment with China.

Since 1954 we have acted as the independent voice of business, located at the heart of the action, engaging across both countries in every sector and region. We support our members, clients, and partners by delivering the advice, analysis, advocacy, and access which they need to seize the China opportunity.

Through our presence right across the UK and its office network in China, CBBC is uniquely positioned to serve its members' interests in the UK and China. Our diverse membership includes some of the UK's leading companies and universities, many of the most dynamic UK SMEs, and an ever-increasing number of Chinese companies exporting to and investing in the UK.

CBBC plays an important role in helping shape bilateral relations between the UK and China through our close links to the UK Government and the Devolved Administrations; the Chinese Government at national, provincial, and municipal level; and the British and Chinese Embassies.

For more information about us, please visit our website – www.cbbsc.org.

The Role

Providing crucial support to our Events team in China and the UK, this internship will suit a confident, enthusiastic self-starter who is comfortable taking on responsibility for organising and supporting events across all our channels. It is an ideal position for someone looking to develop a career in events organising.

Our key audiences include our members in both the UK and China, and key stakeholders including UK and China Government agencies, clients (non-members), other professional bodies/trade associations and the media.

Key Responsibilities

- The Events & Advocacy Intern role will add value to CBBC by providing additional delivery support for CBBC’s membership events team in China (currently at only one dedicated headcount) and supporting the advocacy team (business environment, Government affairs, and policy) on research.
- The role will free up resource across the four teams (Membership & Events, GA, BE, and Policy) allowing them to focus on the strategic development of our membership events and advocacy work.
- The role will support the team by:
 - Conducting desktop research
 - Support the delivery of CBBC’s Working Groups
 - Support the delivery of CBBC’s member events including drafting of briefing notes, preparing promotional comms, arrange logistics, maintain CRM system and on-the-day delivery work
- The role need to be based in Beijing with both foreign and local candidates being considered depending on available budget. Local interns require a day-rate of between RMB 120-150 while a foreign intern will be unpaid (due to local regulations restricting the payment of foreign interns).

Requirements

Specific requirements for the role are as follows:

- Fluent English and Mandarin required
- A passion for events organising and willingness to learn
- Strong communication skills
- Self-motivated with a proactive attitude towards problem-solving and responding positively to change
- Ability to think laterally and see the bigger picture from membership activities
- Good command of both written and spoken English – Chinese language skills desirable
- A fundamental understanding of marketing and communications
- Ability to analyse data and identify and manage risks
- Excellent IT skills – competency in office (Word, Excel & PowerPoint)

The job holder will report to Assistant Director, Events if based in Beijing.

Interested candidates are invited to send a letter explaining how your personality and experience meet our requirements together with detailed CV in both English and Chinese to the following email address: ruth.zhou@cbbc.org. Please use “**Events Intern BJ – Candidate Name**” as the subject of the email.

We regret that only short listed candidates will be notified and that applicants who fail to provide a cover letter and use wrong subject of email will not be considered.

The closing date for applications is **30th January** however we encourage early

applications. We will be reviewing applications as they come in therefore you may be contacted before the closing date if we wish to take forward your application.

Telephone enquiries and personal visits will NOT be accepted.