



Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	International Community Organisation of Sunderland
Address	14 Foyle Street
Postal Code	SR1 1LE
City	Sunderland
Country	United Kingdom
Telephone	00447926984180
Fax	-
E-mail	michal.chantkowski@icos.org.uk
Website	www.icos.org.uk
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	small (≤ 50)
Year of foundation	2009
Short Description of the Company	<p>ICOS is registered as a charity since April 2011, is based in Sunderland (North East of England). We help migrant and minority people living in the region to live, survive and thrive. Moreover, ICOS is ready to give advice and guidance in front of different communities and organizations (including public administration). ICOS offers English classes, information event, cultural projects and exhibitions.</p> <p>Recently, ICOS is a partner of Sustainable Sunderland Partnership, which is basically directed to 4 wards in Sunderland. To learn more about that project, visit the following website; http://sbmen.org/SustainableSunderland.html</p>
Other	<p>www.icos.org.uk</p> <p>https://www.facebook.com/groups/230616030453/</p> <p>https://www.facebook.com/InternationalCommunityOrganisationOfSunderland</p>

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CONTACT PERSON DETAILS	
Name	Michal Chantkowski
Department / Function	Project Coordinator/Development and Services Coordinator
Direct telephone number	
Direct mobile	
Direct e-mail address	michal.chantkowski@icos.org.uk

PLACEMENT INFORMATION	
Department / Function	Administration/Communication/Environmental studies
Description of activities	Administrative tasks, representing the organization, communicating with partners, creating newsletters, dealing with people who will need our help, including; writing CVs, help with translation, advocating. Moreover intern will be involved in Sustainable Sunderland Partnership and all tasks connected with; promoting, supporting, sharing the knowledge about environmental issues
Duration	3-6 months
Working hours / Weekly working hours	40h
City	Sunderland
Help with finding accommodation	No
Financial contribution	No
Other	Yes - £5 per day for transport

REQUIREMENTS	
Oral and written language skills	English – very good French – might be an advantaged
Field of study	Administration/management/economy or connected with protection of environment

Computer skills	Microsoft Office; Word, Excel, Publisher, Outlook, PowerPoint
Other	Eagerness to learn new things, being open for different cultures, being interested in the profile of the organization.



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Name	Michal Chantkowski
Department / Function	Project Coordinator/Development and Services Coordinator
Direct telephone number	
Direct mobile	
Direct e-mail address	michal.chantkowski@icos.org.uk

PLACEMENT INFORMATION	
Department / Function	Administration and business
Description of activities	Administrative tasks, representing the organization, communicating with participants, translating documents, creating databases, helping in organizing events/projects, promoting organization, creating newsletters in English and Polish, organizing meetings.
Duration	3-6 months
Working hours / Weekly working hours	40h
City	Sunderland
Help with finding accommodation	No
Financial contribution	No
Other	Yes - £5 per day for transport

REQUIREMENTS	
Oral and written language skills	English – very good French – might be an advantaged
Field of study	Administration/management/economy

Computer skills	Microsoft Office; Word, Excel, Publisher, Outlook, PowerPoint
Other	Eagerness to learn new things, being open for different cultures, being interested in the profile of the organization.