

Internship opportunities at the British Embassy Rome

There are several internship opportunities at the British Embassy Rome. For a period of six months. This is a curricula internship/tirocinio curriculare. Please apply for those of interest to you.

Please find below the list of internships the British Embassy Rome is seeking to cover:

- 1) Press and Comms Section internship
- 2) Private Office internship
- 3) Ambassador's Residence internship
- 4) Consular internship
- 5) Foreign and Security Policy internship
- 6) Department for International Trade internship

The terms and conditions listed at the end of this paper refer to all internships.

1) Press and Comms Section internship

The Press and Public Affairs Section of the British Embassy in Rome is seeking an intern for a period of six months starting from late March 2019.

The Press and Public Affairs Section implements the overall internal and external communication strategy of the Embassy. We work with different policy sections, from justice and home affairs to defence, economic, culture, migration and foreign policy helping colleagues with media monitoring and event management. We liaise directly with Italian and British media (TV, radio and print) by placing articles, setting up interviews for the Ambassador and delivering key government messages. We also actively engage on social media via the Embassy and the Ambassador's channels (Facebook, Instagram and Twitter).

MAIN DUTIES/RESPONSABILITIES:

- ▮ Assistance in the organisation and delivery of Embassy events including national day celebrations – the Queen's Birthday Party: preparing guest lists, sending invitations, monitoring of replies, follow-up phone calls;
- ▮ Updating and managing contact database;
- ▮ Assisting the team with the drafting of press releases, briefings and articles;
- ▮ Ad hoc media monitoring and reporting for different Embassy sections.

REQUIRED EXPERIENCE AND SKILLS:

- ▮ Knowledge and understanding of the Italian and UK media and political landscape;
- ▮ Preference for candidates with background in communication studies;
- ▮ Excellent spoken and written English and Italian – C1 level or under the CEFRL or equivalent;
- ▮ Strong organisational skills and event management experience;
- ▮ Proven ability to work under pressure and prioritise work;
- ▮ Ability to work independently but also as part of a highly dynamic team.

2) Private Office internship

The Ambassador's Private Office at the British Embassy in Rome is seeking an intern for a period of six months starting from late March 2019.

The Private Office is a small and busy team dedicated to ensuring that the Ambassador's working day runs smoothly. Her Personal Assistant manages her diary and correspondence, and her Visits Coordinator puts together visit programmes outside Rome. The Social Secretary organises lunches, dinners and other events, compiling guest lists and overseeing other event related tasks.

The intern will have the opportunity to learn new skills working alongside all the members of the team.

MAIN DUTIES/RESPONSABILITIES:

- ▮ Monitor and print out incoming invitations from HMA Inbox in Social Secretary's absence;
- ▮ Accept/decline invitations and send simple thank-you messages as instructed by the Ambassador;
- ▮ Issue invitations to social events, log and chase replies and produce final guest lists;
- ▮ Cover PA/HMA's phone occasionally when at the Embassy;
- ▮ Learn diary management;
- ▮ Assist with accounting/budget management;
- ▮ Assist HMA and DHM's PAs in their daily job;
- ▮ Arrange calls on HMA's behalf;
- ▮ Assist the wider Chancery in the organization of major events;
- ▮ Translate messages addressed to staff from English into Italian and vice versa;
- ▮ Liaise with the Social Secretary and Residence manager to organize official dinners and events;
- ▮ Draft invitation templates;
- ▮ Update Chancery database;
- ▮ Register incoming gifts.

REQUIRED EXPERIENCE AND SKILLS:

- ▮ Fluent spoken and written English and Italian;
- ▮ Good IT skills;
- ▮ Organizational and interpersonal skills;
- ▮ Ability to work under pressure and prioritize work;
- ▮ Ability to work independently but also as part of a highly dynamic team;
- ▮ Ability to draft simple letters;
- ▮ Handling official telephone calls;
- ▮ Any specialist skill/interest in music, film or fashion would be a desirable trait.

3) Ambassador's Residence internship

The Ambassador's Residence and events venue is seeking an intern for a period of 6 months starting from late March 2019.

At Villa Wolkonsky, there are 14 staff members. The Residence Manager supervises the running of the Residence and the many events it hosts, while the Social Secretary organises lunches, dinners and other events, compiles guest lists and oversees other event related tasks. The intern will have the opportunity to learn new skills working alongside all the members of the team.

MAIN DUTIES/RESPONSABILITIES:

- ▮ Learn how to organise events, plus drafting menus, seating plans, name cards
- ▮ Issue invitations to social events, log and chase replies and produce final guest lists;
- ▮ Learn how to run an Ambassador's Residence;
- ▮ Update and analyse statistics on events and houseguest numbers;
- ▮ Purchase small items on line;
- ▮ Learn diary management;
- ▮ Liaise with embassy teams re. houseguests and updating necessary databases

REQUIRED EXPERIENCE AND SKILLS:

- ▮ Fluent spoken and written English and Italian;
- ▮ Good IT skills;
- ▮ Organisational and interpersonal skills;
- ▮ Ability to work under pressure and prioritise work;

- ▮ Ability to work independently but also as part of a highly dynamic team.

4) Consular internship

The Consular Section of the British Embassy in Rome is seeking an intern for a period of 6 months starting from late March 2019.

The Consular Sections assists British Nationals, who are resident or visiting Italy, when they are most at need, including in times of crisis. This can range from customers who have lost their passport to other more serious circumstances i.e. being hospitalised or imprisoned overseas or a victim of crime. We also assist British Nationals who require the necessary paperwork to marry in Italy. We are also committed to reducing the number of preventable incidents, acting on identified trends and issues, and working with foreign governments and other partners.

MAIN DUTIES/RESPONSIBILITIES:

- ▮ Provide administrative support to the Consular team including scheduling appointments and diary management
- ▮ Handling requests for Notarial and Documentary services
- ▮ Producing Certificates of No Impediment for customers wishing to marry in Italy
- ▮ Responding to telephone calls and written requests both in English and Italian
- ▮ Updating and managing contacts database as well as Consular event management

REQUIRED EXPERIENCE AND SKILLS:

- ▮ Passion to deliver excellent customer service
- ▮ Strong organisational and communication skills in both Italian and English
- ▮ Proven ability to work under pressure, prioritise work and attention to detail
- ▮ Ability to work in a target driven and organised team environment
- ▮ IT skills Microsoft Windows and Office 365

5) Foreign and Security Policy internship

The Foreign and Security Policy (FSP) team is seeking to hire an intern for a period of six months, starting in April 2019. They will work under the direction of the Justice and Home Affairs Officer and the Energy and Climate Change Attaché.

The FSP team deals with bilateral and international issues covering foreign and security policy, justice & home affairs (JHA), migration, energy, environment & climate change. On the JHA side, this includes, for example, working closely with the Italian authorities to facilitate bilateral cooperation on tackling corruption, serious and organised crime and modern slavery. On migration, the main focus is collaborating with Italian authorities to tackle illegal migration, in particular in the context of the current migration crisis. The team works closely with the Italian government on our foreign policy priorities including our ambition on climate change and efforts on international cyber issues. The team runs a number of projects under various UK government funds, in support of our prosperity, security and bilateral objectives. There will also be a strong focus on the UK's EU exit and Future Security Partnership negotiations in the upcoming months.

The team collaborates closely with several Whitehall departments including the Foreign and Commonwealth Office, Home Office, Ministry of Justice, Department for Business, Energy, and Industrial Strategy, Department for International Development, UK Parliament and several Italian government Ministries and NGOs.

MAIN DUTIES/RESPONSIBILITIES

- ▮ Monitoring policy developments in Italy in key areas of interest, including through media monitoring and reporting and desk research;
- ▮ Regular reporting and updates on energy sector developments, JHA issues and migration.

- ▮ Attending conferences and writing reports;
- ▮ Providing support for the organisation and delivery of Embassy events, and inward and outward high level/ministerial visits;
- ▮ Project management support;
- ▮ Supporting the team in their day-to-day work such as translation Italian <-> English and administrative tasks.

REQUIRED EXPERIENCE AND SKILLS

- ▮ Enthusiasm, and ability to take the initiative
- ▮ Ability to work independently and stay on track
- ▮ Flexible and a strong team player
- ▮ Must be fluent in both spoken and written English and Italian

6) Department for International Trade internship

The trade section of the British Embassy in Rome is seeking an intern for a period of six months starting from April.

The Department for International Trade (DIT) helps UK business export, drives inward and outward investment, negotiates market access, trade deals, and champions free trade. The trade section promotes UK exports from the UK towards Italy through the identification of commercial partners, writing reports, promoting British brands, visiting fairs and exhibitions in Italy and abroad, organising events and trade missions. DIT Rome activities are mainly focused on Life Sciences sector although other relevant business sectors might also be covered.

MAIN DUTIES AND RESPONSIBILITIES

- ▮ To support the team in the development of relevant trade business campaigns;
- ▮ To support the team in the activity programme related to trade section market priorities;
- ▮ To support in writing reports and market researches on relevant business sectors;
- ▮ To assist in the organisation of meetings, visits and business missions;
- ▮ To support with the organisation of events helping in preparing guest lists and, when required, sending out invitations, monitoring/ soliciting replies carrying out follow up phone calls;
- ▮ To update relevant section database.

REQUIRED EXPERIENCE AND SKILLS

- ▮ Excellent spoken and written English and Italian (C2 level or equivalent);
- ▮ Excellent team working ability, organisational and interpersonal skills;
- ▮ Ability to work independently, under pressure, and prioritize activities in a target driven team;
- ▮ Excellent knowledge of Microsoft Office package (Word, Excel, Power Point, Outlook);
- ▮ Precision and discretion.

TERMS AND CONDITIONS (these apply to all internships):

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The '*tirocinio curriculare*' is intended for **undergraduate students only** as part of their education/studies. The candidate will have to go through a selection process by way of an interview, both written and oral.

Prior to appointment of the successful candidate, the Embassy will have had to sign an agreement (*Convenzione di Tirocinio*) with the university setting out the arrangements including tutor, health& safety and insurance cover.

The intern will be granted a number of credits (*crediti formativi*) as indicated by the university.

The internship is not a work contract and as such is not paid. However the Embassy will pay the intern a monthly allowance of €350 per month. This amount is not subject to tax under current local legislation. The intern would be expected to work an average of 30 hours per week, Monday to Friday, within the range of 9.00 am – 5pm. Some degree of flexibility is expected, mostly in case of seminars and events. Flexibility is ensured by the whole section to accommodate the intern's need in case of university exams or personal reasons.

Other administrative details are set out in the university '*progetto formativo*' to be signed once appointed to the internship.

Applications (covering letter + CV in English) will have to come through the university or promoting body by the 4 March.

Applications can be sent to Italy.Internship@fco.gov.uk.

Please note that applications will have to come through the university or promoting body abiding by the Italian law: DM 142/98. Individual applications shall not be considered. Interested students can liaise with the "Ufficio Stages" of their Faculty or University which should send us the application(s). Individual applications not coming through an eligible institution will not be acknowledged or considered for an internship.

Confirmation of the internship is subject to security clearance.