

Internship opportunity in the Economic, Social and Trade Policy Team at British Embassy Rome

An opportunity to experience economic policy and diplomacy in action. The Economic Social and Trade Policy Team (ESTP) team of the British Embassy in Rome is seeking an intern for a period of six months starting from early September 2022. The internship will be based on a flexible combination of remote and in-office working. The main working language is English. The intern will receive an office laptop.

The Section leads on work related to the economic relationship between the UK and Italy, as well as areas of policy including health, labour, welfare, education, agriculture and public administration. It works closely with UK government departments including HM Treasury, the Foreign Commonwealth and Development Office, the Department for International Trade, Department for Business, Energy and Industrial Strategy, and Department for Health amongst others. Customers in the UK administration are strongly interested in all aspects of the Italian economy, ranging from the macro-economic outlook, developments in specific industrial sectors, and changes in Italian government policy.

The Team also supports official visits by members of the UK government, bilateral meetings between representatives of the UK and Italian governments, and organises events in relevant areas. These require the team's involvement in preparing briefings and ensuring their smooth running.

MAIN DUTIES/RESPONSABILITIES:

- Monitoring relevant economic and policy developments as reported in the Italian media and by relevant Italian bodies and agencies.
- Contributing to regular reports on developments in the Italian economy.
- Responding to requests for information from UK Government stakeholders.
- Providing administrative and logistic support for the delivery of high-level UK visits and/or events organised by the ESTP Team.
- Maintaining and updating the Team's contact database.
- Attending briefings and conferences and drafting the follow-up reports.
- Taking part in a wide range of embassy activities and events.

REQUIRED EXPERIENCE AND SKILLS:

- Economic/political sciences background.
- Fluent spoken and written English.
- Good IT skills: ability to perform basic economic data analysis on MS Excel, draft MS Word texts and help prepare PowerPoint presentations.
- Organisational and interpersonal skills.
- Ability to work under pressure and prioritise the tasks assigned.
- Ability to work independently but also as part of a highly dynamic team.

TERMS AND CONDITIONS:

The '*tirocinio curriculare*' is intended for **current students only** (triennale e magistrale) as part of their education/studies. **Only applicants registered students with an Italian university for the duration of the internship are eligible to apply.** The candidate will have to go through a selection process including an interview and written test.

Candidates must be students at an Italian university that has a partnership agreement (*Convenzione di Tirocinio*) with the British Embassy setting out the arrangements including tutoring, health & safety and insurance cover. Students should enquire with the internship department (Ufficio Tirocini) at their relevant university prior to applying to find out if a formal

agreement with the British Embassy in Rome already exists. **No application can be accepted if the university does not have such an agreement with the Embassy.**

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 an allowance of €350 per month. This amount is not subject to tax under current local legislation. The intern will 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 Embassy 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) must be sent through your university, by email to Italy.Internship@fco.gov.uk, by 31 July.

Please note that applications will have to come through the university abiding by 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 and professional references with the university.