

## **Internship Opportunity: British Embassy to the Holy See**

The British Embassy to the Holy See is offering a six-month curricula internship, starting around 26 September 2022.

The British Embassy to the Holy See is a small but highly active embassy. We are a friendly team and place a high priority on supporting all of our staff, including interns, with their professional development goals. This is a unique opportunity to gain insight into many different aspects of an embassy's work, from events planning and administration to policy research and reporting, working under the direction of the Deputy Ambassador and as part of a supportive team. We are looking for a professional, motivated and organised individual with a drive to learn, strong attention to detail and a good knowledge of international politics.

We are proud to serve the UK's interests by working with the Vatican on some of the major issues the world faces today. These include climate change, human trafficking, violence against women and girls, and freedom of religion and belief. Your work will include daily monitoring and reporting on such issues to the Ambassador and Deputy, as well as contributing to the embassy's political work by conducting research, for example. You will also assist with other projects, such as support with translations, as required.

You will support the Ambassador's Private Office in delivering a high-quality service through administrative tasks, such as managing the embassy inbox. Social events, big or small, are integral to meeting our diplomatic objectives. As our intern, you will support the Social Secretary with events, from lunches and reception to high-level events and delegations.

### **MAIN DUTIES/RESPONSIBILITIES:**

- Daily press summaries; policy research as needed; translations and summaries of media articles from Italian to English; translations as required, including speeches, letters, menus and event programmes;
- Assist the Ambassador's Private Secretary in handling invitations and replies, and with the Deputy's diary and transport planning, as required;
- Assist the Social Secretary with embassy events, including lunches/receptions (including sending invitations and updating guest lists); contribute to high-level events, including logistics and welcoming guests;
- Administration: update the embassy contacts database and diaries; assist with ad hoc tasks, especially as move and settle into a new office in Via dei Corridori in the autumn.

### **REQUIRED EXPERIENCE AND SKILLS:**

- Fluent spoken and written English and Italian;
- IT and analytical skills;
- Organisational and interpersonal skills;
- Ability to prioritise work;
- Drive to learn and develop;
- Ability to work as part of a highly dynamic team;
- Interest in learning about the UK, the Holy See and the work of an embassy.

## APPLICATIONS

- Applicants should send a [CV](#) and [covering letter](#), setting out their motivation for applying and what they can bring to the role, in English. Applications without a covering letter will not be considered.

## TERMS AND CONDITIONS:

The 'tirocinio curriculare' is intended for undergraduate students only or recently graduated students still registered with a local university to complete their education/studies. The candidate will have to go through a selection process by way of an interview, both written and oral. **Only applicants who will be registered students with the university for the duration of the internship are eligible to apply.**

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 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 will have to come through the university by 31 August.** Applications should be sent to [Italy.Internship@fco.gov.uk](mailto:Italy.Internship@fco.gov.uk). **Interviews will take place on 7-8 September.**

***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.*