

Internship Opportunity: British Embassy to the Holy See

The British Embassy to the Holy See is seeking an intern to support our team in the coming six months. The internship will be from mid-May to mid-November 2019.

The intern will work alongside our small and busy team to enhance the embassy's social media presence and support the Ambassador's Private Office team in delivering a high quality service. The intern will contribute to the embassy's political work, conducting research as tasked by the Ambassador and Deputy Ambassador. They will assist with other projects, such as support in organising major events and translations as required.

We are looking for a professional, highly organised individual with a strong focus on data handling and a good knowledge of social media. They will work under the direction of the Deputy Ambassador, supporting various members of this highly motivated team.

The British Embassy to the Holy See is part of the Foreign and Commonwealth Office's (FCO) worldwide network, representing British interests overseas. The British Embassy to the Holy See deals with UK and Holy See policies on a wide range of topics, from tackling modern slavery to freedom of religion or belief to climate change.

We collaborate with several Whitehall departments including the Home Office, Department for International Development, and UK Parliament. We work closely with a range of Holy See Dicasteries, Councils, Commissions, and Secretariats, as well as the Pontifical colleges and universities and the religious orders and NGOs.

MAIN DUTIES/RESPONSABILITIES

- Media: daily press summaries; update and analyse statistics; suggest ways of enhancing social media impact; run small social media projects;
- Social events: assist Social Secretary as required e.g. assisting with embassy lunches/receptions (including sending invitations and updating guest lists); contributing to high-level events;
- Admin: update and improve the Embassy contacts database; manage the embassy inbox and replies to invitations received; assist with ad hoc tasks as required e.g. Christmas cards, gift register and translations;
- Policy: research as requested; attend meetings/events and produce a note.

REQUIRED EXPERIENCE AND SKILLS

- Fluent spoken and written English and Italian;
- IT and analytical skills;
- Organisational and interpersonal skills;
- Ability to prioritise work;
- Ability to work as part of a highly dynamic team.

DESIRABLE

- Interest/knowledge of British food and drink.

TERMS AND CONDITIONS

- The '*tirocinio curriculare*' is intended for university 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 must be sent to deskimprese@economia.uniroma2.it by 19 April and will have to come through the university of promoting body. They should include a CV and covering letter, setting out the applicant's motivation for applying, in English (applications without a covering letter will not be considered).

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 and reference checks.

Embassy to the Holy See
3 April 2019