

## **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 February to August 2021.

The intern will work alongside our small and busy team, to support the Ambassador's Private Office in delivering a high quality service including administration, managing the embassy inbox and contributing to events (virtual and in-person covid permitting). They will support the Head of Comms and the Deputy Ambassador in monitoring media and will contribute to the embassy's political work, conducting research as tasked by the Ambassador and Deputy Ambassador. They will also assist with other projects, such as support with translations as required.

We are looking for a professional, highly organised individual with a strong focus on detail, and a good knowledge of international politics. They will work under the direction of the Deputy Ambassador, supporting various members of this highly motivated team. The nature of the team means that the individual will gain some insight into all aspects of the Embassy's work, from events planning and admin to policy research and external engagement.

The British Embassy to the Holy See is part of the Foreign Commonwealth and Development Office's (FCDO) 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. Our top priority for the 2021 is climate change.

We collaborate with several Whitehall departments including the Cabinet Office, Home Office, and UK Parliament. We work closely with a wide range of Holy See Dicasteries, Councils, Commissions, and Secretariats, as well as the Pontifical colleges and universities and the religious orders and Non-Government Organisations (NGOs).

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

- Media and translation: daily press summaries; translations and summaries of media articles from Italian to English; translations as required including letters, menus and event programmes;
- Social events: assist the Social Secretary with embassy events including lunches/receptions (including sending invitations and updating guest lists); contribute to high-level events such as the Queen's Birthday Party (National Day celebrations), including logistics and welcoming guests;
- Diary: assist Ambassador's Private Secretary in handling invitations and replies;
- Admin: manage the Embassy contacts database and the embassy inbox, replying to invitations and updating diaries as required; assist with ad hoc tasks e.g. gift register, embassy Christmas cards etc;
- Policy: research work when needed.

### **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;
- Ability to work as part of a highly dynamic team.

## DESIRABLE

- Interest in learning about UK and Holy See foreign policy 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 or recently graduated students completing their academic path, 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. 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 internship does not give rights to upcoming job opportunities within the embassy although candidates are eligible to apply if they meet the criteria. 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 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 or promoting body by 2400 hours on 31 January. Applications can be sent to [Italy.Internship@fco.gov.uk](mailto: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 and reference check with the university.*

HR Office, Rome