

Internship Opportunity in the Private Office/Villa Wolkonsky Residence Teams at the British Embassy, Rome

The successful candidate will alternate (at separate locations) between the British Embassy, Private Office and Villa Wolkonsky – the Ambassador's Residence.

The internship will be for a period of six months starting from mid April (the date is subject to successful completion of security checks and developments in the pandemic). This is a *curricula internship/tirocinio curriculare*.

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 organizes 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/RESPONSIBILITIES

- Monitor and submit to the Ambassador for her consideration, incoming invitations from the Ambassador's Inbox;
- Accept/decline invitations and send simple thank-you messages;
- Issue invitations to social events, log and chase replies and produce final guest lists;
- Learn diary management;
- Assist the Ambassador and Deputy Head of Mission's PAs in their daily work and cover their phones occasionally;
- Arrange appointments on the Ambassador's behalf;
- Assist the wider Chancery in the organization of major events;
- Translate messages addressed to staff from English into Italian;
- Liaise with the Social Secretary and Residence manager to organize official dinners and events;
- Update Chancery database;
- Register incoming gifts and assist with organization of annual raffle.

Villa Wolkonsky British Ambassador's Residence.

The Residence is the Ambassador's home, but is also comparable to a small hotel for important guests coming from the UK (2019 – 367 houseguests) and a conference and events Centre (2019 - 436 events of different sizes and types). Our main objective is to make sure that houseguests are comfortable and events run smoothly to a standard of excellence. We are a team of 16 people, who run the house and office. The Residence Manager supervises the running of the Residence and the many events it hosts, while the Social Secretary organizes lunches, dinners and other events, compiling guest lists and overseeing other event related tasks. The Villa Office staff are also part of the Ambassador's Private office team at Porta Pia, and there is a great collaboration between the two offices. The intern will have the opportunity to learn a host of new skills working alongside all the members of the team.

MAIN DUTIES/RESPONSABILITIES:

- Learn how to organize 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 analyze statistics on event and houseguest numbers;
- Purchase small items online;
- Learn diary management;
- Assist with accounting/budget management;
- Liaising with embassy teams re. houseguests and updating necessary database.

REQUIRED EXPERIENCE AND SKILLS:

Fluent spoken and written English and Italian; (C1 level of the European Framework)

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; Good telephone skills;

Handling official telephone calls;

Specialist skills/interests (music, film, fashion etc) would be desirable.

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 12th of February 2021.

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.