

Press and Public Affairs Intern

British Embassy, Rome

The Press and Public Affairs (PPA) team at the British Embassy in Rome is seeking an **intern for a period of six months starting in September 2025** (please note that the start date may be delayed should security checks take longer than expected). This is a **curricular internship/tirocinio curriculare**. The selected candidate will be equipped with a work laptop, but on occasion may be asked to work from a personal device. The candidate will mainly work from the office, near Porta Pia in Rome, with some remote work.

The team designs and delivers communications for the whole of the Italy Network (the Embassy and all its British partner-organisations) across the full range of policy areas: from foreign policy to justice and home affairs, defence, economy, culture, migration, consular etc. We do this by liaising directly with media, drafting and placing articles and interviews and following up with social media engagement and creation of content. We also support all sections around the Embassy with developing and running their public diplomacy campaigns and events, both in person and online.

MAIN DUTIES/RESPONSIBILITIES

- contribute to a written summary in English of news stories, comments and interviews from Italian media outlets;
- contribute to draft press releases and briefings;
- draft media wrap-ups and media coverage evaluations;
- take part and assist in the organisation of a wide range of embassy activities and events;
- maintain and update the PPA contact database;
- social media monitoring and analysis;
- occasional translations EN>IT.

REQUIRED EXPERIENCE AND SKILLS

- knowledge of, and interest in, the Italian media, the political scene, and international news;
- communication studies;
- outstanding writing and drafting skills in Italian;
- fluent spoken and written English (C1 level of the European Framework);
- knowledge of social media;
- enthusiasm and proactive approach to issues;
- ability to work under pressure and prioritise tasks;
- good IT skills – Microsoft 360 Suite;
- confidence in carrying out tasks independently but also as part of a highly dynamic team.

DESIRABLE EXPERIENCE

- knowledge of Adobe suite programmes;
- knowledge of Microsoft Teams;
- experience in social media analysis.

TERMS AND CONDITIONS:

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 08:00am – 5:00pm. The successful candidate will work an average of 30 hours per week, Monday to Friday, between 8am – 5pm (timings will be agreed with the candidate). Some degree of flexibility is expected on both sides, the intern and the team, in case of evening events, university exams or personal reasons.

Other administrative details are set out in the university '*progetto formativo*' to be signed once appointed to the internship.

Please note that, in accordance with Italian law, the successful candidate will have to finish the 6-month internship before the graduation day.

Applications (a motivational letter of a max of 800 words + CV in English) **will have to come through the university by 20 June.**

Applications should be sent to the Rome HR Team: Italy.Internship@fcdo.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
British Embassy, Rome