

# Press and Communication Intern

## British Embassy, Rome

The Press and Communication Section of the British Embassy in Rome is seeking an intern for a period of six months starting from January/February 2022.

The section 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 covered: foreign policy, justice and home affairs, defence, economy, culture, migration 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/RESPONSABILITIES:

- contributing to a written summary in English of news stories, comments and interviews from Italian media outlets;
- drawing media wrap-ups and media coverage evaluations;
- assisting in the organisation of seminars, conferences and events;
- database administration;
- 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 or international relation studies;
- excellent writing and drafting skills in Italian
- fluent spoken and written English;
- ability to run digital events;
- knowledge of social media;
- attitude to team work;
- ability to work under pressure and prioritise work;
- IT literacy;
- ability to work 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 British Embassy only offers curricula internships, “*tirocinio curriculare*”. The ‘*tirocinio curriculare*’ is intended for undergraduate students, as part of their education/studies, or recently graduated students completing their academic path. The candidate will have to go through a selection process by way of an interview, both written and oral. Due to changes to local labour law, preference will be given to candidates who can complete the full six month internship and are not graduating during the internship.

Prior to appointment of the successful candidate, the Embassy will have 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 08am – 6pm. 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 for personal reasons.

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

Applications (a motivational letter of a max of 800 words + CV in English) will have to come through the university or promoting body by **12<sup>th</sup> of December 2021**. Applications should be sent to the Rome HR Team at: [Italy.Internship@fco.gov.uk](mailto:Italy.Internship@fco.gov.uk).

Candidates might be interviewed digitally. Further explanations and joining instructions will be shared with pre-listed candidates only.

**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.*

*HR Office  
British Embassy, Rome*