

Press and Communication intern required in Rome

The Press and Communication Section of the British Embassy in Rome is seeking an intern for a period of six months starting from September 2017.

The section draws and implements the overall communication strategy of the Embassy, ranging from justice and home affairs, defence, economic issues, culture, migration and foreign policy. 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 running their campaigns and events.

MAIN DUTIES/RESPONSABILITIES:

- daily contribution to a written summary in English of news stories, editorials and interviews from a number of Italian dailies;
- drafting of press releases and briefings, assistance in setting up interviews;
- press coverage and evaluation;
- assistance in the organisation and attendance of seminars, conferences and events to increase favourable attitude towards UK policy;
- database administration;
- some translation into Italian;
- taking part and assisting in a wide range of Embassy activities and events.

REQUIRED EXPERIENCE AND SKILLS:

- knowledge of, and interest in, the Italian media, the political scene, and international news;
- communication studies;
- fluent spoken and written English and Italian;
- organisational and interpersonal skills;
- ability to work under pressure and prioritise work;
- ability to work independently but also as part of a highly dynamic team.

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 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 09am – 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 for 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 **22 July 2017**. Applications can be sent to the Rome HR Team: 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.