

## Internship Opportunities in the Private Office

### British Embassy Rome

The successful candidates will work respectively at the British Embassy Private Office and at Villa Wolkonsky, the Ambassador's Residence, with the possibility of occasionally working remotely.

The internships will be for a period of six months starting from mid-September 2025 (the date is subject to successful completion of security checks). This is a curricular internship/*tirocinio curriculare*.

**The Private Office** is a small and busy team dedicated to ensuring that the Ambassador's and Deputy Head of Mission's working days run smoothly. Their Executive Assistants manage the diaries and correspondence, and their Visits Coordinator puts together visit programmes outside Rome. The interns will have the opportunity to learn new skills working alongside all the members of the team, including organisation of meetings, lunches, dinners and other events, compiling guest lists and overseeing other event related tasks.

#### MAIN DUTIES/RESPONSIBILITIES

- 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's and Deputy Head of Mission's Executive Assistants in their daily work including escorting guests;
- Assist with printing documents for the Ambassador's daily briefing pack;
- Arrange appointments on the Ambassador's behalf;
- Book hotels, rail tickets and flights for the Ambassador, under the supervision of the Visits Coordinator;
- Assist the wider Chancery in the organization of major events;
- Translate messages addressed to staff from English into Italian;
- Liaise with the Executive Assistants and Residence Manager to organise official dinners and events;
- Update the Ambassador's contact lists;
- Register incoming gifts and assist with organization of the annual raffle.

**The Villa Wolkonsky British Ambassador's Residence**, is the Ambassador's home, but it also accommodates official guests coming from the UK and is a conference and events Centre. 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 15 people, who run the house and office. The Residence Manager supervises the running of the Residence and the many events it hosts, whilst the Event Manager leads on income generating events, as well as a variety of cross-cutting initiatives. The Residence Manager and Events Manager are also part of the Ambassador's Private Office team at Porta Pia, and there is a close 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 analyse statistics on event and houseguest numbers;
- Purchase small items online;
- Learn diary management;
- Assist with accounting/budget management;
- Liaise with the Executive Assistants and Residence Manager to organise official dinners and events;
- Liaise with embassy teams on houseguests and update the database.

**REQUIRED EXPERIENCE AND SKILLS:**

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

Good IT skills – MS Outlook and the full MS Office package

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, virtual events etc) would be desirable.

**TERMS AND CONDITIONS:**

The British Embassy only offers curricular internships, "tirocinio curriculare". The 'tirocinio curriculare' is intended for students currently enrolled on a university course. The candidate will have to go through a selection process by way of an online interview, both written and oral. [Due to local labour law, we can only accept candidates who can complete the full six month internship and are not graduating during the internship.]

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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, in person, 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) must be sent via the university or promoting body by **23 June 2025**, to the Rome HR Team at: [Italy.Internship@fco.gov.uk](mailto:Italy.Internship@fco.gov.uk).

Candidates will be interviewed on-line via Teams. Further explanations and joining instructions will be shared with pre-listed candidates only.

Please note that applications must be sent through the university or promoting body in accordance with the Italian law: DM 142/98. Individual applications will 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 checks with the university.

HR Office  
British Embassy, Rome