



The successful candidate's primary role is to assist in monitoring and evaluating the Polish media landscape, including traditional, broadcast and social media.

- Sourcing and drafting the Embassy's daily press summary
- Translating or arranging the translation of press articles from Polish to English
- Supporting the evaluation of the Embassy's Strategic Communications campaigns
- Managing the Embassy's core script
- Supporting the delivery of communications around high-level visits and events
- Providing general administrative support to the Comms Team as required

#### **Internships available in the Trade & Investment Section**

**January-March**                                 **Reference Group: DIT\_JanMar**

**April-June**                                       **Reference Group: DIT\_AprJun**

**July-September**                               **Reference Group: DIT\_JulSep**

**October-December**                           **Reference Group: DIT\_OctDec**

The successful candidate's primary role is to assist in work on projects related to business promotion (International Trade Investment & Foreign Direct Investment). The main responsibilities include:

- Supporting the preparation and delivery of events and seminars;
- Conducting market research and sector analysis;
- Managing internal databases;
- Supporting the team in identifying relevant high value export opportunities for UK companies;
- Providing general administrative support to the Trade & Investment Section.

#### **Internships available in the Ambassador's Office and Corporate Services Team**

**April-June**                                       **Reference Group: HMA\_AprJun**

The successful candidate's primary role is to assist in the organisation of the Embassy's annual Queen's Birthday Party, which takes place in early summer each year. The main responsibilities include:

- Supporting the preparations for the event
- Managing the Embassy's database
- Working at the reception desk during the event
- Providing general administrative support to the Ambassador's Office
- Providing administrative support to the Corporate Services Team

#### **Skills, Experience and Qualifications**

To be considered for internships, you must meet the below criteria:

- Fluency in English and Polish;
- Obtained or in the process of obtaining a Bachelor's degree in a related field;
- Interest in international relations, public policy, foreign policy, corporate services;
- Strong attention to detail and ability to work independently and on own initiative;
- Good communication and organisational skills;
- Competent with Microsoft Office Software;

#### **How to Apply?**

To be considered for internships, you should follow the application process available on the FCO recruitment website under the link: <https://fco.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-2/user-715/xf-79614825d369/wid-1/candidate/>. Click on **Search Jobs** and then from the filter results on the left hand side please choose **Poland** and **Intern**. Our advertisement on paid internships will appear on the right hand side. Click on it. Read the advertisement carefully and click on **Apply** button if you

wish to apply. You will be asked to fill in our internal application form. There is no need to submit your CV.

When applying you will be asked to clearly indicate the **Reference Group** you wish to be considered for. Applications that fail to do so may not be considered. Successful candidates will be asked to provide **one** academic or professional reference.