Introduction

The British Embassy in Madrid is looking for an intern to provide administrative support to the UK Trade & Investment Section. UKTI in Spain helps companies in Britain increase their competitiveness through overseas trade in Spain. We also offer professional, authoritative and personalised assistance to help companies in Spain locate and expand in the UK.

The selected intern will have the chance to join a multinational/multicultural environment that will allow him/her to learn and get excellent experience in the UKTI Trade & Investment Department. He/she will work in a mainly administrative role supporting the team with some opportunity to work in areas such as event management, relationship with UK and Spanish companies and business reporting. The intern will have a great opportunity to put into practice and broaden his/her business and communication skills.

Main Duties / Responsibilities

- Provide administrative and general support to the UKTI team;
- Attend meetings and draft reports;
- Search information about companies/sectors;
- Participate in organising events.

Required Experience & Skills

- High level of motivation and willingness to learn;
- Ability to work as part of a team as well as on own initiative when required;
- Ability to look for information about a company or sector on the Internet and obtain information by phone;
- Ability to work under pressure and to juggle competing deadlines;
- Good knowledge of Microsoft Office (Outlook, Excel, Word and Power Point);
- Fluency in English and Spanish;
- **Key FCO Competences:** Collaborating and partnering; Delivering at pace; Changing and improving.

Terms and Conditions

This is an internship placement of 25h per week.

A supervisor will guide the intern and provide on-the-job training. The internship will offer an opportunity to get insight into the work of the UKTI team and to learn about Trade and Investment in an international environment.

The British Embassy will offer a monthly internship allowance € 400 per month.

The intern will need to arrange and pay for his or her own travel, accommodation, as well as any other costs. The successful internship candidate will be subject to a confirmation of a background check and security clearance, they will be registered on the Spanish Social Security. The internship candidate will be subject to the conditions of agreement between the University and the Embassy. The Embassy is a Diplomatic Mission with tax
exempt status and does not collect taxes for other States. Interns are fully responsible for payment of Spanish income tax at the legally required rate if applicable to them.

Applications

All applicants should have the right to live and work in Spain. The British Embassy does not sponsor work permits.

All applicants should submit their CV (in English, up to 3 pages) and Covering Letter (in English, no more than 1 page of A4, Arial11) setting out their motivation for the role and how they meet the above criteria.

Applications should be sent to jobapplications.esp@fco.gov.uk and the email subject line must be formatted as follows: **ESP294**.

The closing date for applications is the 30th June 2015.

Kindly note that your application will only be considered if:
1) Your application has been sent within the time frame requested.
2) Your application documents are fully in English.
3) Your applications documents are in .pdf format.

*Please note that, because of the volume of applications we receive, we will only contact candidates selected for interview. If you do not hear from us you should assume that your application has not been successful.*

*Please be advised that the Embassy will not be able to meet the travel costs incurred when travelling to the interview, nor the costs connected with relocation if offered a job.*

*British Diplomatic Missions are equal opportunities employers, dedicated to inclusivity, a diverse workforce and valuing difference.*