The British Embassy in Madrid is looking for an intern for the Science and Innovation officer for a period of 12 months. The internship offers an opportunity for a talented and highly motivated candidate to gain insight into international science and innovation policy-making and building international partnerships, exposure to the communications, political and economic activity of the Embassy, and working together with a team of outstanding Science and Innovation officers across Europe.

**Internship assignment**

He/she will have the opportunity to work in areas such as event and conferences arrangement and coordination, research database management, relationships with UK and Spanish research organizations and reporting. The intern will have a great opportunity to put into practice and broaden his/her communication skills.

**Main Duties / Responsibilities**

- To research, analyze and report on Spanish science and innovation policy, and technology developments
- To support the organization of events and programs for high-level visitors from the UK
- To support the development of a 360º communications plan for next year
- To manage Social Media accounts such as Twitter, LinkedIn, Hootsuite.
- To create monthly newsletters for stakeholders.

**Required Experience & Skills**

- Excellent spoken and written English and Spanish is essential;
- Excellent communication and interpersonal skills;
- Dynamic, with initiative and hard working person;
- Good Team Player; willing to learn and adapt to a fast-paced environment and work autonomously.
- Creativity and problem solving skills
- Social Media and HTLM knowledge desire
Terms and Conditions

Internship duration is expected to be 12 months with a working schedule from 09:00 to 14:00. Economical compensation will be 400 Euros 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 for 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: ESP459.

The closing date for applications is 10th November 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 application documents are in .pdf format.

Location

Torre Espacio, Paseo de la Castellana 259D, 28046 Madrid, Spain

Interesados por favor mande su CV a bolsatrabajo-madrid@slu.edu