

Role Title

Internship – 2 positions available

Role Information

Role Type	Location	Duration	Pay Band
Intern for the Projects department	Working 100% remotely (online and on the phone)- 1 position	6 months (4h / day)	2100 RON Gross salary/month
	Working 50% remotely (online and on the phone) and 50% in our office in Bucharest – 1 position		1229 RON Net salary/month

The purpose of this role

This is a paid internship program for those interested to understand the British Council as an organization, but also to gain know-how and insights into the world of culture, education and project management. The participants will have the chance to broaden their experience by taking part in various projects: events planning, projects' daily basis implementation tasks, communication, PR, all in an inclusive professional environment.

About us

The British Council has been working in Europe since 1937, and in Romania since 1938. The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections, and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education, and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Overview of the department where this internship is based

The intern will work in the Projects department of the British Council Romania (specifically on projects in Arts and Education & Society).

Our Arts programme aims to enable vital long-term partnerships between arts organisations and professionals from the UK and Romania. We work across all forms of art, from music, film and literature to performing arts, visual arts and design.

Our work in Society helps citizens and institutions contribute to a more inclusive, open, and prosperous world and connect local issues to global themes. We run programmes in partnership with local and international organisations who provide expertise in areas such as youth and social entrepreneurship, equal opportunity and diversity, migration, social inclusion and engagement, active citizenship etc.

Our work in Education focuses on internationalizing education, sharing the UK's expertise and innovation globally, and bringing partners together to work on collaborative projects. We work in the fields of higher education, pre-tertiary education, and vocational and technical education.

Main opportunities/challenges for this role:

You will gain:

- Understanding of how an international organisation works by becoming familiar with the British Council practices and policies
- Insights into what means to work on educational and cultural projects (including project cycle, project management and project support work)
- Collaboration skills put in practice while working with our Arts, Education and Society staff and our partners
- Useful skills to further build your CV, that you will develop by working with our team on our projects

We would expect you to demonstrate:

- Commitment
- Accountability
- Willingness to learn

Main tasks:

1. Event planning:
 - Helping with organising events, logistics (venue, catering, speakers)
 - Supporting with our staff and partners during events
2. Communication & PR:
 - Getting acquainted with our Arts, Education and Society work and projects
 - Writing (in both English and Romanian)
 - Translations and proofreading of documents in English
 - Helping the Coordinators with administrative tasks
 - Social media content creation and digital abilities related to communications (basic digital skills in graphics are a plus)
3. Supporting with daily administrative tasks (answering phone calls, e-mails, attending online meetings, updating documents and files etc) related to the implementation of 4 major educational programmes and potentially other projects that may be developed:
 - A). The programme English for the Community, which works with a network of 150+ teachers of English in rural schools to support teachers' continuous professional development
 - B). Field research that British Council and its UK partners will conduct in Romanian primary schools in order to assess the teaching and learning of mathematics
 - C). Climate Action in Education programme, that aims to promote UK's experience in the teaching of education for environment in Romanian schools
 - D). "Teaching and learning in difficult times" conference, which aims to help teachers support Ukrainian pupils
4. Provide basic finance support (for example gather and check invoices)

Working days may vary according to our internal scheduling, but not more than 5 days a week.

Key Relationships:

Internal: Local Arts, Education and Society team

External: partners, venue staff, arts practitioners, media

Role Requirements:

Threshold requirements:		Assessment stage
Right to work in country	Yes	Shortlisting
Direct contact or managing staff working with children?	NO	N/a

Language requirements

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none">C1 level of EnglishC1 level of Romanian (Not necessarily proven by standardized exams certificates)	C2 level of English	Application and interview

Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none">High-school graduate (completed)University degree (completed or in progress).The candidate must be able to express her/himself orally and in writing correctly in Romanian, to speak and write grammatically correctly and to be able to easily transmit information in communication on the phone, by e-mail with various relevant stakeholders.		

Prepared by:

The Projects team

Date:

28.09.2022

How to apply:

Please send us your **CV** (in Romanian or English) and a **letter of intent** (maximum 1 page) in English in which you should explain why you wish to work with us, how will this help your future career or interests and what you feel that you can bring to this role (skills, aptitudes etc).

The documents must be sent to contact@britishcouncil.ro with the subject "**Intern for Projects**". The deadline for submitting the documents is **16th of October 2022**.