



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e
l'internazionalizzazione delle imprese italiane

JOB ANNOUNCEMENT

ITA London is currently recruiting for a Tutor for the Global Start-up Programme (4 months contract, full-time)

The Italian Trade Agency in London:

The Italian Trade Agency ("ITA") is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Economic Development. ITA provides information, support and advice to Italian and foreign companies.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

3.1 PROGRAMME TUTOR - LONDON

The Role:

ITA is looking for a Tutor to work within the London Office supporting the activities of the Innovation and Start-up Desk. The Tutor will assist with the promotion and internationalisation of Italian startups in the United Kingdom and Ireland for the following sectors: Digital and High tech, cross sector.

Key Responsibilities:

1. Assistance to the Innovation Desk Manager in the annual preparation of the Global Start-up Programme;
2. Performing other related ad-hoc duties to support the team as required.
3. Assistance to the Organisation of promotional events;
4. Assistance to Italian startups interested in partnerships/fundraising in the UK;
5. Dealing with potential UK counterparts in a professional manner by order of priority, both on the telephone and e-mail;
6. Assistance to the startups within the Global Startup Programme, liaising with the accelerator hosting the delegation and directly with the selected Italian companies.





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Requirements to **GUARANTEE** and **CLARIFY** at the time of application:

- a) Applicants must be eligible to work in the U.K.;
- b) The applicant must be able to show any current and valid passport or ID;
- c) A CV is required;
- d) Proficient in English and Italian (spoken and written);
- e) They must have a National Insurance Number;
- f) They must have an active UK Bank Account;
- g) Bachelors' degree preferably in Economics, Business, Political science, or a related discipline. Master's degree preferred;
- h) Excellent knowledge of computer systems;
- i) Strong organisational skills;
- j) Prepared to learn our office software systems for general office activities;
- k) Excellent knowledge of Office tools (Excel, Word, PowerPoint, etc ...);
- l) Flexibility to work with different teams and able to work within a team and independently;
- m) Experience in a similar role - in the private and / or public sector is considered preferential;
- n) Experience of working in an international group would be beneficial;
- r) Result-oriented, resourceful, positive approach to problem-solving;
- s) Immediate or short-term availability.

Candidates who do not have the above mentioned requirements will not be taken into consideration for the selective tests.

Job Location:

Sackville House, 40 Piccadilly
London W1J 0DR

Hours of Work:

Monday to Friday office hours (currently from 9am to 5pm).

Instructions for candidature submission:

Send your CV and Self-declaration that verifies the possession of the requirements which guarantees entry to the selective phase ONLY BY EMAIL to: **londra@ice.it** Attn. **Filippo Mansani**

The closing date for applications is Wednesday 7th June 2019





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ONLY those candidates who fully meet the above-listed requirements will be contacted for selective tests (in English and Italian) within 12th June 2019:

The candidates will be judged on a 1-10 scale.*

Salary:

Basic salary to £ 8,600.00 gross for a fixed term contract of 4 months.

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, colour, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.

Providing every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

IMPORTANT NOTICE

This selection may be suspended and/or cancelled at any moment and for any reason by the Italian Trade Agency in London at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

ITA will acknowledge receipt of all applications but only candidates selected for the tests will be contacted.

Best regards,
Ferdinando Pastore
ITA London Director

* On a 1-10 scale:

- 10 – exceptional, professional level
- 09 – excellent, no distractions
- 08 – very good, only a few minor problems
- 07 – very good, with more minor or a few major problems
- 06 – good, noticeable problems but not distracting
- 05 – average
- 04 – below average, a few distracting problems
- 03 – below average, with more than a few distracting problems
- 02 – poor
- 01 – very poor

