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Foreign And Commonwealth Office Internship Graduate 2025

Description

The Foreign and Commonwealth Office (FCO) Internship Graduate Programme offers an exciting opportunity to gain firsthand experience in foreign policy, diplomacy, and international relations. The programme is designed to provide graduates with a comprehensive understanding of the FCO's work, both at home and abroad, and equip them with the skills necessary for a successful career in public service or international affairs. This immersive internship will allow participants to engage in projects that shape the UK's global presence, support diplomatic initiatives, and contribute to enhancing national security.

Responsibilities

- **Policy Research and Analysis:** Assist with research and analysis on global political issues, international relations, security, and trade, and support the development of policy recommendations.
- **Project Support:** Collaborate on specific departmental projects, providing logistical, administrative, and analytical support to senior staff.
- **Communication and Reporting:** Draft reports, briefs, and presentations for senior government officials, ensuring information is concise, accurate, and relevant.
- **Stakeholder Engagement:** Participate in meetings with international partners, assisting with the coordination and planning of diplomatic events and initiatives.
- **Administrative Support:** Provide general administrative support including organizing meetings, managing communications, and maintaining databases.
- **Training and Development:** Engage in training and development sessions aimed at enhancing personal and professional growth, including networking opportunities with FCO staff and external stakeholders.

Qualifications

- A minimum of a **2:1 undergraduate degree** in any discipline. A postgraduate qualification in international relations, political science, economics, or related fields would be an advantage.
- A demonstrable interest in global issues, foreign policy, and diplomacy.
- Fluency in English (both written and spoken) is required. Knowledge of additional languages, especially those used in diplomatic contexts, would be beneficial but not essential.

Experience

- **Relevant experience** in policy research, international affairs, or public service is desirable but not essential.
- Previous internship experience in government departments, non-governmental organizations (NGOs), or multinational corporations will be advantageous.

Hiring organization

Foreign And Commonwealth Office Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

London, England, United Kingdom,, E1 8RU,, London,, England,, United Kingdom,

Working Hours

8

Base Salary

10

Date posted

December 21, 2024

Valid through

23.12.2026

Skills

- **Strong Analytical Skills:** Ability to process and synthesize complex information from multiple sources.
- **Communication:** Excellent written and verbal communication skills, with an ability to adapt to different audiences.
- **Teamwork:** Able to work effectively as part of a diverse team, demonstrating collaborative spirit and flexibility.
- **Time Management:** Capable of managing multiple tasks and working under pressure to meet deadlines.
- **Problem Solving:** Innovative thinker with the ability to approach tasks creatively and find solutions to challenges.
- **Attention to Detail:** Careful and precise in handling information and producing outputs.

Job Benefits

- **Competitive Salary:** A competitive salary package reflective of the graduate internship role.
- **Professional Development:** Access to exclusive training, workshops, and seminars, including opportunities to develop key skills in diplomacy and international relations.
- **Networking Opportunities:** Connect with diplomats, policymakers, and other professionals in the international affairs sector.
- **Mentorship:** Guidance from experienced FCO staff, offering career advice and professional insight.
- **Paid Annual Leave:** Entitlement to paid leave, in addition to public holidays.
- **Work-Life Balance:** Flexible working arrangements and a supportive working environment.

How To Apply

Interested candidates should submit their applications through the FCO careers portal. Please ensure that you include the following:

1. **Updated CV:** Detailing your education, experience, and relevant skills.
2. **Cover Letter:** Explaining your interest in the FCO Internship Graduate Programme and how your qualifications align with the duties and responsibilities of the role.
3. **References:** Contact details for two referees who can speak to your academic and professional capabilities.

[Job Vacancies Portal Here:](#)