

Internship Programme



Now in its fourth year, the India Inc. UK Internship Programme is a fantastic opportunity for ambitious young people with an interest in media, public relations, business and international relations to work for a prestigious organisation which has been at the centre of shaping the narrative of India's emergence on the global stage. We are offering several work experience placements that will help you gain first-hand knowledge within a business-media work environment. The Internship will be between April and July 2021.

About India Inc

India Inc. is a London-based media house that produces incisive content and events on investment, trade and policy matters relating to India's increasingly globalised economic and strategic agenda. India Inc.'s publications include trade and investment magazine India Global Business and the culture and lifestyle platform iGlobal.

This year's Internship programme will be for the UK edition of our new India Global Forum (IGF). IGF is an outcomes-based platform which drives initiatives to address global challenges by bringing together the most dynamic and innovative leaders in the fields of politics, business, science and technology, arts, media and culture. It follows on from the huge success of 2020's India Global Week, which was addressed by Prime Minister Modi, HRH Prince Charles and many business and cultural leaders.



As Britain moves forward post Brexit and India forges ahead with its global economic agenda, it is now more important than ever to engage the young people from both nations in taking this bilateral relationship forward. The India Inc. UK Internship Programme is a concrete step in this direction.

Manoj Ladwa,
Founder and CEO, India Inc.

India Global Forum Programme

**Monday
28 June**

India Day @ Parliament including House of Lords Lunch and House of Commons 'Top 100 in India-UK Relations' evening Reception. (By Invitation Only).

**Tuesday
29 June**

Business meetings and private dinner for IGF Founders Circle Members.

**Wednesday
30 June**

IGF 'Future. Now.' Day 1. Main programme begins with select sessions streaming online around the world. Drinks reception & India Inc.'s annual BBQ in the evening.

**Thursday
1 July**

IGF 'Future. Now.' Day 2. The Forum continues before setting actions and outcomes for the year ahead, including follow up events in partner countries. The event closes with our star-studded India Global Awards.

We will run the event as a hybrid of digital and physical aspects.

Primary Responsibilities

Programme Executive

- ▶ Drafting and proofing correspondence (emails and letters) for high level IGF stakeholders (speakers, sponsors, partners etc.) from business and government
- ▶ Relationship management with these stakeholders – handling queries and concerns that they may have about our June event
- ▶ Maintaining and updating tracking documents
- ▶ Assisting the Senior Programme Manager on any other aspects of the IGF programme that may become relevant

Event Management

- ▶ Supporting and assisting the Events Team with all enquiries
- ▶ Assisting with delegate enquiries
- ▶ Liaising with potential conference speakers, contributors and event sponsors as required
- ▶ Undertaking any reasonable task that may be requested by the Events Team
- ▶ Being proactive, anticipating potential problems and suggesting solutions within the planning process
- ▶ Promoting effective relationships with individuals and other teams
- ▶ Showing a sense of urgency on behalf of guests to action requests quickly

What We Require

- ▶ Professional behaviour and etiquette
- ▶ Enthusiasm and serious commitment to the tasks at hand
- ▶ Excellent written and verbal communication skills
- ▶ Team player, willing to adapt to a fast-paced environment
- ▶ Excellent organisation skills, meticulous attention to detail
- ▶ Good interpersonal skills
- ▶ IT knowledge

Eligibility

- ▶ You must be over 18 at the time of placement.
- ▶ You must have the right to work (full-time or part-time) and train in the UK. It is your responsibility to check whether this is the case. We are unable to sponsor applicants.
- ▶ Our events will be in and around London so we are looking for interns from in and around London.

How Can You Apply?

Send your CV, a short covering note, copy of your passport and your student status certificate from your University (if applicable) to

Rajvi Singhi - Rajvi.Singhi@indiaincgroup.com

Please indicate your availability between March - June 2021.

Interviews will be scheduled soon after. You will be required to bring all the original documents mentioned above and a proof of address to the interview. We will cover reasonable travel and other approved expenses.

Testimonials



“*The internship at India Inc. was an incredibly interesting experience. It allowed me to develop my interest in business. During those intense two weeks I got to meet many high-profile people in the UK-India arena and learn a lot about India. If you're hard-working and ready for a challenge, I would strongly recommend applying for the India Inc. internship.*

Julia Oprzondek,
City University of London



“*I had a great time working behind the scenes of a huge event with a clear amount of international prestige. It was a great experience working with high-level guests and I would like to pursue more of this kind of work in the future!*

Barney Weston,
City University of London



“*Working for the UK-India Week 2019 was an amazing experience. The team is really understanding, let you take charge, allow you to make mistakes and help you whenever needed. You get to meet influential people and talk to them. This kind of access is only possible if you get a chance to work with a company like this!*

Pragya Sood,
City University of London