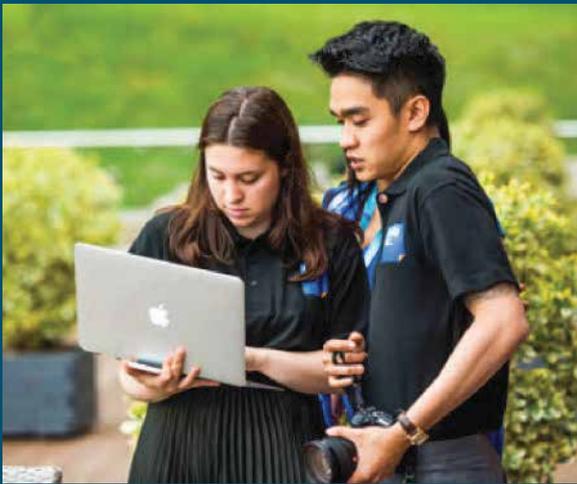


Fellowship Programme



The India Inc. UK Fellowship 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.

About India Global Forum

IGF is the agenda-setting forum for international business and global leaders. It offers a selection of platforms that international corporates and policymakers can leverage to interact with stakeholders in their sectors and geographies of strategic importance. Our platforms range from large global events to invite-only, intimate conversations and analysis, interviews and thought leadership through our media assets. IGF has an unparalleled track record and unmatched network around the world to convene leaders from across large corporates, multilateral institutions, national governments, fast-growing start-ups, innovators, defence & intelligence, media, entertainment, and culture.

About India Inc

India Global Forum (IGF) is a flagship brand from India Inc. Group, organisers of iconic events including India Global Week & India Global Awards. 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.



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India Inc. does not only engage the leaders of today, but it nurtures and supports the leaders of tomorrow. Our Fellowship Programme is therefore a fabulous opportunity for those who are keen to learn essential skills on how to build business networks, communicate effectively, and be to all round confident individuals.

Manoj Ladwa

Founder and CEO, India Inc.

Available Positions / Primary Responsibilities

Timings: Part Time/Full Time | Location: Remote

Programme Assistant

- ▶ Draft and proof correspondence (emails, invites, briefing notes etc) for high level IGF stakeholders (speakers, sponsors, partners etc.) from business and government
- ▶ Support on relationship management with these stakeholders – handling queries and concerns that they may have about our event
- ▶ Support internal coordination between programme and operations teams
- ▶ Maintain and update tracking documents. Good knowledge of MS office Excel and Word
- ▶ Assist on any other aspects of the IGF programme that may become relevant

IGF Events Assistant

- ▶ Support and assist the Events Team with all enquiries
- ▶ Assist with delegate enquiries
- ▶ Liaise with potential conference speakers, delegates and vendors 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
- ▶ Showing a sense of urgency on behalf of guests to action requests quickly
- ▶ Assisting the Operation team with any other aspects of IGF Programme

Digital Marketing Assistant

- ▶ Support the event marketing team with a Social Media plan for events promotions (Twitter, Facebook, Linked in)
- ▶ Provide creative ideas for Content Marketing and Updates on website and Newsletters
- ▶ Measure performance of digital marketing efforts using a variety of Web analytics tools (Google Analytics, Twitter and FB Analytics and third party tools.)
- ▶ Provide insight on online marketing trends and help the Digital Marketing team to keep strategies up-to-date

Graphic Designer

- ▶ Software Skills: Adobe Illustrator, Adobe Photoshop & Adobe XD
- ▶ Support the design team on the different digital assets that need to be produced based on the Template provided.
- ▶ Liaise and coordinate with other design team members as needed

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

How Can You Apply?

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

Nomita Shah - nomita.shah@indiaincgroup.com

Testimonials



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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



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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



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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