

# Work Placement Programme



Now in its third year, the India Inc. UK Work Placement 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 10 work experience placements that will help you gain first-hand knowledge within a business-media work environment. The work placement will be between March and June 2020.

[More information](#)

## 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. Its flagship publication is the fortnightly 'India Global Business'. In addition, India Inc. also organises several high-impact events, was founded in 2011 by strategist and entrepreneur Manoj Ladwa.



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 Work Placement Programme is a concrete step in this direction.

**Manoj Ladwa,**  
Founder and CEO, India Inc.

# India Global Week 2020 | 22-26 June

## The Decade of Aspiration, Acceleration and Assertion

An annual landmark global leadership event focused on developing strong business and strategic relationships between India and the world.



### India Day and the launch of 100 Most Influential 22 June 2020

After the successful debut of 'India Day' in 2019, India Global Week 2020 will host the second 'India Day' at the Houses of Parliament. It features a full day of lively debate, a VIP lunch at the House of Lords and a cross-party roundtable discussion with leading figures from the government and business. The day will conclude with the release of the annual '100 Most Influential in UK India Relations' list.



### India Inc. Leader's Summit 24-25 June 2020

The annual India Inc. Leaders' Summit features a packed agenda of debate and dialogue between high-profile global business and policy leaders to identify emerging opportunities in India over the next decade. Hosted over two days, the summit is held in a luxurious retreat in the heart of the English countryside and features a mix of standalone keynote speeches, panel discussions, and fireside chats.



### India Global Awards 26 June 2020

Featuring a star-studded cast of VIP guests, celebrities and influential figures from business, politics and the public sphere, the India Global Awards 2020 will convene over 350 global leaders and changemakers to celebrate the outstanding contribution made by the people, institutions and platforms that are actively engaging with India on a global stage.

## 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

# Primary Responsibilities

## Social Media and Public Relations

1. Assisting the Online Editor with various social media activities.
2. Recording sound bites and brief interviews from key figures.
3. Helping to upload data online.
4. Recording live sessions for Instagram and Facebook live.
5. Supporting and assisting the Events Team with delegate enquiries.
6. Liaising with conference speakers, contributors and event sponsors as required.
7. Undertaking any reasonable task that may be requested by the Events Team.
8. Showing a sense of urgency on behalf of guests to action requests quickly.

## Event Management

1. Supporting and assisting the Events Team with all enquiries.
2. Assisting with delegate enquiries.
3. Liaising with potential conference speakers, contributors and event sponsors as required.
4. Undertaking any reasonable task that may be requested by the Events Team.
5. Being proactive, anticipating potential problems and suggesting solutions within the planning process.
6. Promoting effective relationships with individuals and other teams.
7. 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 London and Buckinghamshire 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

***Ishita Mandrekar - [ishita.mandrekar@indiaincgroup.com](mailto:ishita.mandrekar@indiaincgroup.com) by 28 February 2020.***

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.

*Please indicate your availability between March - June 2020.*