



Internet Service Providers Association of Ireland

Internship in Public and Industry Liaison Activities

Objectives of group in ISPAI:

To build, direct and develop stakeholder relationships across the Internet industry. This includes establishing and maintaining strategic relationships with a broad range of relevant industry and public (government) stakeholders; and working collaboratively with the industry representatives of member organisations, task groups within ISPAI and with the EuroISPA team in Brussels. A key element of the group is to ensure that ISPAI policies and initiatives receive wide publicity through press and broadcast media.

Internship Description:

The intern will gain practical experience in industry liaison and public relations activities within our policy development and promotion team. The intern will receive formal/informal training in the following: gathering industry views on policy issues; assisting in the production of policy papers, press releases and public presentation materials; organising industry seminars; maintaining online and press communications and, liaising with ISP companies, other European ISP Associations, government bodies and NGOs. On completion the intern will have attained skills in dealing with the issues affecting the Internet business environment, working on public relations and press related activities, running seminars and liaising with stakeholders at national and international levels.

Skills requirements:

The successful applicant should have:

- Confidence needed to communicate and establish rapport with industry stakeholders.
- Good knowledge of using Internet services and ability to understand business structures of the Internet;
- Excellent analytical, verbal and written communication skills to deliver presentations, reports etc;
- Proficiency in Microsoft Word, PowerPoint or equivalent (good Excel skill an advantage);
- Ability to work independently with minimal supervision and be adaptable to changing priorities.

Education requirement: Third level degree, diploma or equivalent in relevant subjects is a definite requirement. The internship may be suitable for a recent graduate in one of the following disciplines: politics and international relations, legal and business studies, journalism PR/marketing or other similar subjects.



Experience required: No work experience in this field is required or expected

Duties and tasks of the group in which the intern will become involved:

- Develop, promote and implement initiatives that cultivate industry wide engagement in key issues;
- Develop and maintain current and comprehensive understanding of key issues and industry needs and requirements;
- Building and maintaining relationships with key stakeholders in order to clearly understand and address their needs;
- Provide high-level liaison and advice to industry and press on key issues;
- Contribute and participate in events, conferences, seminars and workshops;
- Contribute to industry and promotional reports and other communications, eg. Annual Report, Board Reports, website news and articles etc.
- Facilitate interaction between Board of Directors, ISPAI staff members, lobbyists, industry, press, and government, both national and EU level.
- Serve as a point of contact and liaison for all press enquiries;
- Compose press releases and correspondence with press on behalf of ISPAI;
- Provide assistance and make recommendations to the General Manager and the Board of Directors on policy issues;
- Arrange and coordinate meetings and events with key government representatives to discuss ISP position in areas of proposed or required reform;
- Attend, report on and make recommendations regarding meetings with government officials, Board meetings, member meetings, and other outside agency and community meetings;
- Assist in the development of the ISPAI membership network, recruitment of new membership and establishing and maintaining working relationships with existing members;
- Communicate and collaborate with other ISPAI staff;
- Make presentations to the Board of Directors and other public agencies and community groups;
- Assist in awareness raising exercises and raising the profile of the organisation, at regional and national level;
- Complete other activities as directed by management.