



## Job Specification – Research Editorial Intern



ING is a global bank with a strong European base. Our over 58,000 employees serve around 38 million customers, corporate clients and financial institutions in over 40 countries. Our purpose is to empower people to stay a step ahead in life and in business. This purpose guides us in everything we do.

For our Wholesale Banking clients we provide specialised lending, tailored corporate finance, debt and equity market solutions, sustainable finance solutions, payments & cash management and trade and treasury services.

'Do your thing' is our brand direction and ING's first global tagline. It is how we articulate our purpose and our promise to make banking frictionless to the world. 'do your thing' is not about irresponsible behaviour but about people being free to live the life they want to live, knowing that they will make their world a little better for it.

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| <b>Job Title:</b>          | Research Editorial Intern  |
| <b>Business/Function:</b>  | Research Editorial   |
| <b>Line Manager:</b>       | Owen Thomas  |
| <b>Core Hours of Work:</b> | Full Time – 9.00 am – 5.00 pm  |
| <b>Duration</b>            | 9 month paid internship programme running from October 2023 to July 2024 |
| <b>Status:</b>             | Temporary  |
| <b>Required start date</b> | October 2023   |

### Job Description

The ING London Internship Programme: a structured programme aimed at university students and recent graduates. The programme will offer first-hand experience of what a career at ING is like by giving you an opportunity to observe and get involved in the day-to-day running of the business. An internship at ING will allow you to explore your interests and develop your professional skills and capabilities.

This is your chance to work in Research's dynamic Editorial team. We're responsible for making sure our economists' work makes sense, is correct and doesn't break any legal & compliance laws. We make sure it grabs the reader's attention and gets its message across. And if you see ING's name quoted in the global media, the chances are journalists are quoting our economists, so we play an extremely important PR role for the department as well as for the entire company. All our free-to-air articles and reports can be found on our THINK website: [www.ing.com/THINK](http://www.ing.com/THINK).

Essentially, we're the newsroom of the economics department. So, this isn't an economic 'research' role; it's far more Communications-related. To join us, you need to have perfect English and be able to analyse readership stats so we can inform our economists of what's working and what's not. You'll also need good skills in managing our third-party partners who publish our material. You should also be a whiz at social media. We make short videos and do podcasts and we'd love you to get involved in all that too. There's also a chance you'll be able to develop your editing and writing skills.

### Job Responsibilities

- Contribute and coordinate content for the THINK website, home to ING's economic and financial analysis. This includes managing the creation of flagship weekly/monthly economic and FX updates.
- Assist the Global Head of Editorial in building up the team's social media presence.
- Manage the relationship with third-party websites which reproduce our content
- You'll be responsible for compiling the editorial agenda.
- Perform ad hoc research as required for the team's economists and FX strategists for articles and presentations
- Analyse key trends in readership numbers.
- Working with the other interns, you'll help put together the 'meet the manager' sessions amongst ING's senior management team along with organising network events and product sessions.
- You'll think of ideas for charity events for the London office and taking them on and making them happen!

## Your Work Environment

ING Research is an award-winning team of economists, strategists and analysts working in 14 offices around the world. Their goal is to develop client business by providing quality macroeconomic analysis and trade recommendations on both developed and emerging markets. As well as a full range of research publications, the team is active in direct marketing to customers across the globe. The Research team is a key part of ING's public face and their analysts regularly feature in print media and on television (Bloomberg, CNBC and BBC, amongst others).

The Editorial team consists of three former journalists and three Supervisory Analysts who make sure the research we produce is accurate, is written in plain English and doesn't break any laws; we're highly regulated. We also have two Desk Top Publishers who make fancy graphics and charts.

## Career Potential

This role provides an excellent opportunity to gain an introduction to working within the department, with the potential to apply for permanent roles as available.

## Who Are We Looking For?

### Required Skills

- Essential**
- A recent graduate or looking to do a university placement year.
  - Must have the right to work in the UK for the whole duration of the proposed internship
  - Advanced IT skills: Excel, Word, PowerPoint.
  - Social media experience.
  - Someone with a professional and confident manner.
  - Somebody who's just as happy to perform mundane but essential tasks while coming up with exciting ideas as to how we can do things better.
  - A team player who can develop strong relationships with clients, candidates and colleagues.
  - Someone who will also play a big part in the intern team and represent the department well.
  - Ability to execute tasks independently and manage/prioritise workload.
  - Excellent verbal and written communication skills, alongside strong numeracy
  - Attention to detail and ability to work to fixed deadlines
- Desirable**
- Experience of video production
  - Evidence of regular written contributions, such as blogs or articles for publication

### What Type Of People Are We Looking For

Creating a differentiating experience starts with ING's culture: entrepreneurial, open, collaborative, innovative and energetic. Who we are and how we work are set out in our Orange Code. Our values are the non-negotiable promises we make to the world. The principles we stick to no matter what are: we are honest, we are prudent, and we are responsible. Our behaviours are the commitments we make to each other and the standards by which we measure performance. These behaviours are what set us apart. We are looking for people who apply these behaviours: you take it on and make it happen, you help others to be successful and you are always a step ahead.

With integrity above all, the Orange Code is our manifesto describing the values and behaviours that define us and what it means to be ING.

Click [here](#) to find out further information on this intern programme and how to apply