

British Property Federation

Internship Programme¹



Background

The commercial property industry is a significant part of the UK economy. It is six times larger than the agriculture sector, more than twice the size of the oil industry and larger than each of the banking, leisure, transport and communications sectors.

Whether at work, out shopping or at home, buildings play a crucial role in the quality of our lives and how productive we are. Property is also a significant investment asset class for the pensions industry and therefore important in the financing of our retirements.

We represent the interests of all those involved in property ownership and investment. We aim to create the conditions in which the commercial property industry can grow and thrive, for the benefit of our members and of the economy as a whole.

The British Property Federation, a not for profit organisation, is one of the UK's leading and most influential trade bodies. We represent the interests of all those involved in the ownership of, and investment in, commercial and commercially-owned residential property. Our main objective is to positively influence legislation and regulation that affects our industry and to raise the industry's profile amongst politicians and government officials.

We are a small, yet high powered and highly skilled team of professionals with wide ranging policy expertise, including landlord/tenant issues, housing, investment, tax law, planning and sustainability. We also have an effective external/internal communications, press, public affairs and events office.

What you can expect to do as a BPF media intern

This is an opportunity to gain valuable work experience, on a voluntary basis.

You do not have to have an interest directly in commercial real estate or property, but you may have an interest in politics, journalism or media relations, policy making, event organising or even office management. We can help you get the experience you need to help you take your next career step.

As a media intern at the British Property Federation, you will gain experience in all areas of media and communications. You will get the chance to be involved in day-to-day operations of the press team, writing press releases, organising press meetings and generating media coverage. You'll be able to meet with business leaders and journalists in business and property and learn to communicate effectively with them. You'll be involved in our growing use of digital communications such as Twitter and YouTube, and learn how to use various media monitoring services.

A good portion of your time will be dedicated to shadowing the communications team – dealing mostly with external/internal communications, media relations and public affairs.. Previous interns, for example, have gained experience in website content management systems, and learned to draft press releases, newsletters and organise events.

¹ The BPF is a registered employer with the Department for Business, Innovation and Skills' 'Graduate Talent Pool' programme. <http://www.graduatetalentpool.bis.gov.uk>

Interns will also be given the choice of attending various meetings, events, conferences, briefings and receptions – some of which may be out of hours. Such opportunities are however optional.

The BPF is in daily contact with all levels of government across many departments. During your internship at the BPF you will have the opportunity to observe at close quarters how government operates and engages with the business industry. The internship should also provide you with a greater understanding of policy formation and implementation.

We endeavour to provide our interns with all the necessary experience and skills to take the next step into full time professional employment. Depending on your interests, we will strive to tailor your tenure to fit those interests and allow you to shadow more closely with individuals in that area.

There will be an opportunity at the beginning and halfway through the internship to express such interests and form a development programme with the internship coordinator.

What type of person are we looking for?

We are looking to help recently qualified graduates who have not yet managed to get their first job, by providing internship opportunities. We are also happy to consider postgraduates and early career professionals seeking to broaden their skills.

This is a voluntary, work experience opportunity.

Interns may be interested in property, but it is not a pre-requisite. Candidates should, however, be qualified or interested in media, journalism and politics. An aptitude for administration and event organising would be an advantage.

We are looking for people that are team players, ambitious, willing to learn and prepared to graft. We are looking for individuals that strive to deliver at the highest quality.

We expect that your writing will be of a high standard of literacy. BPF interns are also expected to hold competency in Microsoft Word, Outlook, Excel and PowerPoint, and experience of Access would also be useful.

Remuneration

Internships at the BPF are unpaid, but we will cover reasonable travel expenses (with prior approval) and provide an allowance of £5.00 per day for lunch. Internships are normally for a period of three months on a full or part time (two days plus) basis.

This position is not eligible for National Minimum Wage, as it does not fulfil a position which would otherwise be contracted.²

Contact

If you would like to be considered for a BPF internship, please send your CV and covering letter, together with details of your availability (in terms of number of days per week and potential starting date) to our internship co-ordinator, Louise Bates, at lbates@bpf.org.uk.

² Businesslink.gov.uk, "Who need not get the national minimum wage - work experience and internships", <http://www.businesslink.gov.uk/bdotg/action/detail?r.s=sc&r.l1=1073858787&r.lc=en&r.l3=1081658503&r.l2=1081657912&r.i=1081674285&type=RESOURCES&itemId=1081674061&r.t=RESOURCES>