

Policy Intern

Tenure: 6 months internship, starting October 2017

Reporting to: Rachel Campbell

Salary: £20,000 (pro-rata)

The British Property Federation is the leading trade body for owners and investors in commercial real estate. We represent over 400 members across the UK and engage with Government on their behalf to ensure the policy and legislative framework supports their ability to invest in creating great places where people can live, work and enjoy their time.

An opportunity has arisen for a motivated, creative and energetic individual to join the BPF team as a policy intern on a six-month contract, supporting the team's lobbying efforts and gaining experience in influencing policy at a national and regional government level. This role will also have aspects of working with the BPF's communications team.

Reporting into the Senior Policy Officer and Head of Regional Policy, as an intern you will enjoy a range of responsibilities including engaging with BPF members and government officials, and communicating the organisation's views and work to a range of audiences across the country. The BPF is working to raise its profile outside London and this role will in particular support policy work on issues of regional growth and devolution as well as wider real estate policy.

Key responsibilities

- Working with the BPF regional team to support the development of regional policy work, including undertaking research on the scope of new powers for elected mayors and the impact on real estate;
- Supporting the secretariat of a range of BPF Policy Committees – organising meetings, preparing agendas and papers, and writing minutes;
- Investigate the appetite for producing a BPF regional real estate bulletin;
- Monitoring and analysing sources of relevant real estate policy information;
- Investigate opportunities for the BPF to expand its regional presence in different cities;
- Keeping members informed of issues via written and oral briefings;
- Feeding into responses to consultations on issues of importance for the BPF membership;
- Organise events on specific policy areas;
- Helping establish and manage formal networks of BPF members across the country;
- Contribute to the work of the BPF Communications team by writing blogs, drafting press releases etc;
- Undertaking such other duties as may reasonably be required.

Skills and experience

- An interest in, and broad understanding of, the political process;
- The ability to analyse complex issues and disseminate the information clearly and concisely to a non-technical audience;
- The ability to manage and prioritise a competing workload effectively;

- Proof of excellent written and oral communication skills;
- Awareness of the Parliamentary process;
- An enthusiastic attitude, willing to support various activities and seek out new opportunities.

Terms and conditions

- Start date: Early October;
- Salary: £20,000 (pro-rata);
- Office location: Central London (SW1Y) with some travel within England and Wales;
- Working hours are 9.30am – 5.30pm, with a one-hour lunch break. Occasional out of hours work may be required;
- Option to join company pension scheme;
- Annual leave of 25 days (pro-rata) plus bank holidays and office closures;
- Notice period: two weeks.

How to apply

- Please send your CV and cover letter to rcampbell@bpf.org.uk, outlining your skills and experience and interest in the role;
- Please include details of when you would be able to start the role, and any particular interest in and experience of the policy-making and political process;
- The BPF is an inclusive employer, so please let us know if there are ways in which we could make the application or interview process more accessible to your needs.