

LSE Parliamentary Internships

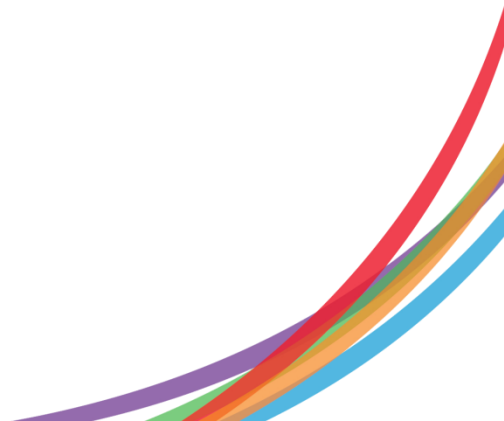


LSE Careers

Jobs and
Opportunities

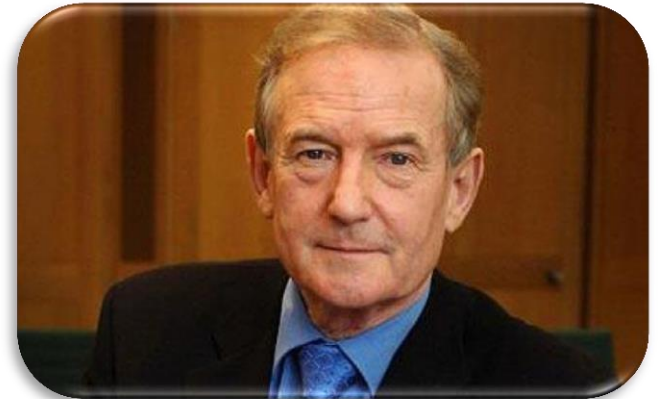
This session...

- Introduce LSE Parliamentary Internships
- Talk through the eligibility criteria
- Flag key dates and deadlines for the scheme
- Explain the application process
- Look at an example internship
- Questions?



Background...

- Established in 1998 by LSE alum Barry Sheerman MP
- Placed c. 450 interns in 16 years
- Internships are hosted by
 - Members of Parliament
 - Peers in the House of Lords
 - Members of the European Parliament
 - The House administration
- Interns go onto successful careers in politics, policy or other private sector areas

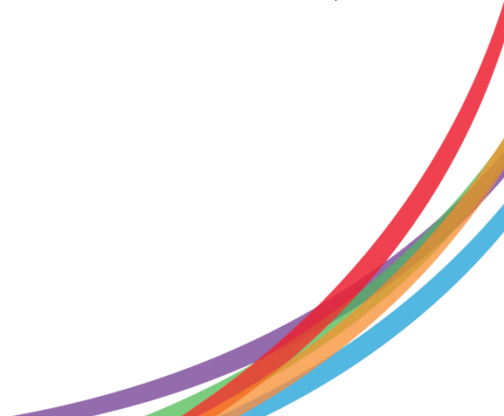


High praise...

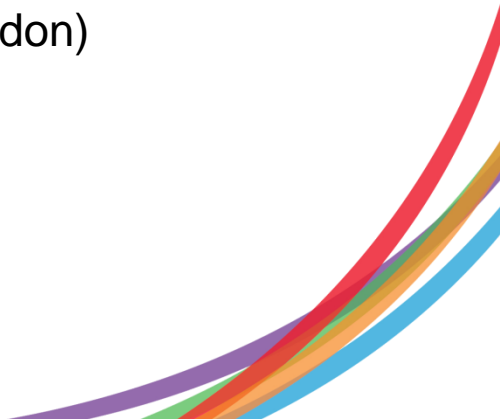


"Internships can broaden horizons and provide a great introduction to the world of Westminster politics. I know that colleagues who have used the LSE Internships Scheme have benefitted from the skills that its interns bring"

**The Rt Hon David Cameron MP,
Prime Minister**



Eligibility...

- Current LSE **postgraduate** or **PhD** student in any discipline
 - No restriction on nationality – though must adhere to visa regulations
 - Willing to commit up to 15 hours per week
 - Willing to work in Michaelmas and Lent Terms
 - Strong interest in UK politics and good understanding of the legislative bodies and processes in the UK
 - Westminster
 - Devolved administrations (Scotland, Wales, N. Ireland, London)
 - Local government
 - Europe
- 

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Preparing for your internship

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How to contact us

LSE Parliamentary Internships
 Floor 5
 Saw Swee Hock Student Centre
 1 Sheffield Street
 London
 WC2A 2AP
[Maps and directions](#)

Get in touch:
 +44 (0)20 7852 3669

Ask us a question on [LSE CareerHub](#) or email us at careers@lse.ac.uk

LSE Parliamentary Internships

LSE's Parliamentary Internship Scheme is well-established having been running since 1998, founded by LSE alumnus [Barry Sheerman MP](#).

The Scheme is open to current postgraduate students from all academic disciplines, providing internships with Members of Parliament from all political parties, Peers and with the House administration.

A typical internship may include:

- Office support
- Research and preparation of briefings
- Parliamentary monitoring
- Drafting of speeches and press releases
- Constituent casework support - including managing written, telephone and email correspondence

For more information visit our [FAQ pages](#).

Who will I intern with?

Placements are with MPs, Peers in the House of Lords, UK MEPs or other Parliamentary organisations. Your skills and experience will be matched against the requirements and specifications of each opportunity you apply for. Applications should specify to which UK political party your views are most similar.

When will I intern?

LSE Parliamentary Internships are part-time, voluntary and run during the Michaelmas and Lent Terms. To get the most from your internship we advise you to volunteer for up to fifteen hours per week through to the Easter break. You can discuss what commitment and times are most convenient for you to volunteer with your host.

These internship opportunities are voluntary and should pass the 'worker test' as outlined in the [advice on internships](#) issued by the NUS and UCU.

How do I apply?

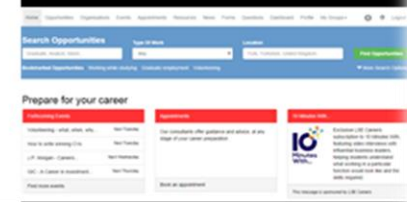
Applications for the 2014-15 academic year are now open. For application procedures, deadlines and to apply, see [how to apply](#).



1998-2008: 10 years of LSE Parliamentary Internships (pdf)

From **LSE** to **Westminster**
 10 years of LSE student internships

Search other opportunities on LSE CareerHub

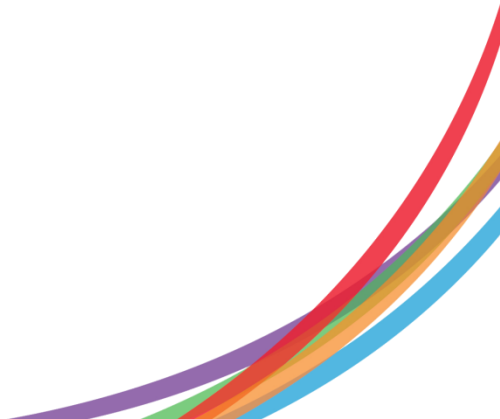


Key dates...



Key dates...

UK GENERAL ELECTION
7 May 2015



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How to apply

Registration for 2014-15 is now open.

Please note: applications are accepted on a rolling basis from September until December, when we aim to have matched all opportunities to candidates.

Criteria for applicants

Before you apply, please make sure you meet the following criteria:

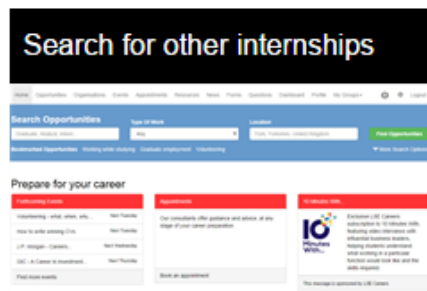
- You **must** be commencing an LSE postgraduate programme in October 2014
- You **must** be willing to commit up to 15 hours per week from October to March
- You **must** have a good understanding of UK politics and the legislative process

Application procedure


1. Fill in an [internship registration form](#) (student login required) to access LSE Parliamentary internships
NB - You will only be able to complete this form once you have completed graduate registration and have set up your LSE IT user account
2. Once your registration has been submitted you will receive a confirmation message
3. You will then be directed to the site where the Parliamentary Internships are listed along with their specific application details
4. You can apply to as many internships on the site as you like
5. Your application(s) will be reviewed by LSE Careers
6. You will then be shortlisted based on your experience and interests
7. If your application does not meet the required standard to the internship you have applied for, you will be emailed feedback and you may then resubmit to another internship (internships will continue to be uploaded throughout the term)
8. Shortlisted candidates will be sent to the Parliamentarian and if selected you will be contacted directly for an interview
9. If you are not successful you can continue the process outlined from 4-7

Online application form guidance

- **Email address** - preferably this will be your LSE email (though if you don't have this yet, another email address will do)
- **Political views** - we source internships across the political spectrum, but it is useful to ensure your own views match those of individual Parliamentarians
- **Previous work experience** - give examples of relevant experience, this may



How to apply...

- Complete the online registration form via LSE CareerHub
 - Once complete, you are directed to the site where internships are listed
 - Internships are listed individually with their **own deadlines** and unique **reference numbers**
 - You can apply to as many as you wish to do so via the website
 - Your application(s) will be reviewed by LSE Careers – applications are only reviewed after the deadline
 - Successful applications will then be shortlisted to individual offices
- 

LSE Parliamentary Internships - Application 2014/15

Once you have completed this form we will assume your commitment to complete an LSE Parliamentary Internship for up to 15 hours per week until the end of Lent Term. If you wish to withdraw your application please contact [Andrew Wright](#) immediately.

Before you begin to complete this form please ensure you have an up-to-date CV/Resume (max. 2 pages) and cover letter ready to attach.

Name

First	Last
Andrew	Wright

★ Contact details

These fields are auto-filled by LSE CareerHub. Please amend any details which are incorrect.

Email

Phone	Mobile
<input type="text"/>	<input type="text"/>

★ Which Parliamentary internship are you applying for?

Please select the reference number (listed in the title of the internship) from the list below.

Please select the reference number... ▼

★ Political views

Please select which of the following UK political parties is aligned with your political views. You should research each of their backgrounds and policies carefully before applying.

Conservative ▼

★ Previous work experience

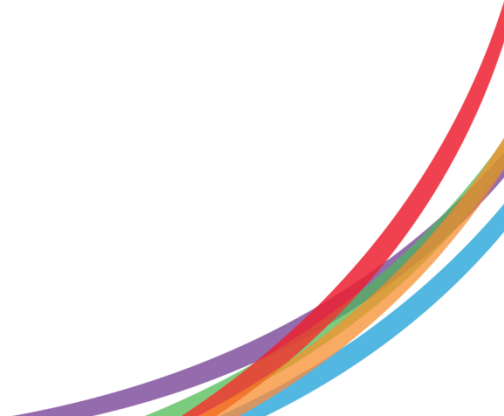
Please give details of any previous relevant work experience that you have, in less than 100 words.

★ Please select a maximum of 3 policy areas of interest to you.

- Audit
- Culture, Media and Sport
- Defence
- Economic Affairs
- Education
- Energy and Climate Change
- Environment
- European Union
- Foreign and Commonwealth Affairs
- Health
- Housing
- Human Rights
- Development

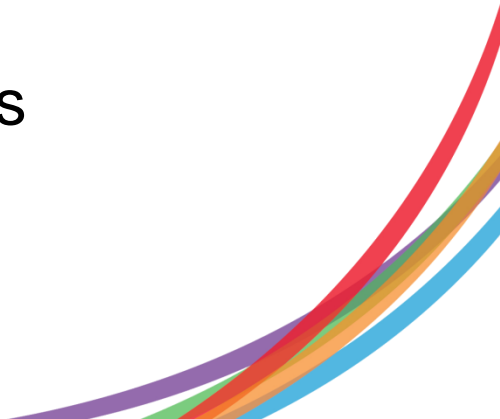
- Basic details (these are already populated)
- Reference of opportunity
- Political views
- Previous work experience
- Policy areas
- What you hope to get out of a potential internship
- Language skills
- Upload CV and cover letter

- Shortlisted candidates will be sent to the MP/Peer/Office and if selected you will be contacted directly for an interview
- If your application does **not** meet the required standard for the internship you have applied to, you will be emailed to say so
- You may then submit another application for further internships



Is it right for me?

- ✓ Unique experience
 - ✓ Looks good on CV
 - ✓ Networking opportunities
 - ✓ Learning opportunity
 - ✓ Opportunity to link with academic work/interests

 - ✗ Unpaid (many pay expenses)
 - ✗ Big commitment
 - ✗ Opportunity cost of undertaking other things
 - ✗ Limited work space
- 

Example internship...

This internship is based in Westminster with a Labour Member of Parliament for 1.5 days per week or 10 hours.

Among the tasks a successful intern will be expected to undertake are:

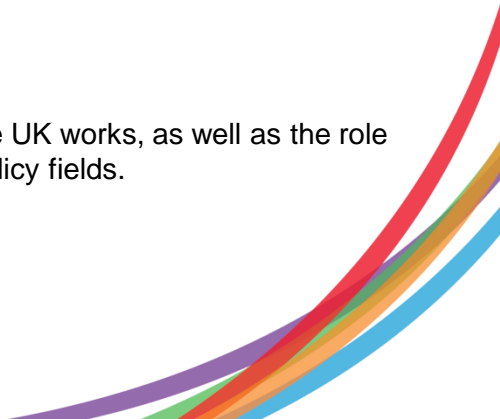
- Research work and policy briefing, producing background for the Member's meetings
- Managing incoming and outgoing correspondence related to policy work and local casework
- Writing responses to constituents' letters on national policy matters
- Researching transport issues for the Member's frontbench work
- Proof-reading responses, statements and speeches
- Taking responsibility for social media with others on behalf of the Member
- Office management and administrative support to the rest of the team

This MP lists heritage, education and lifelong learning, adult and vocational skills, veterans affairs, tourism, disability and social affairs among their interests. They sit on the Ecclesiastical committee and are a member of the frontbench opposition team.

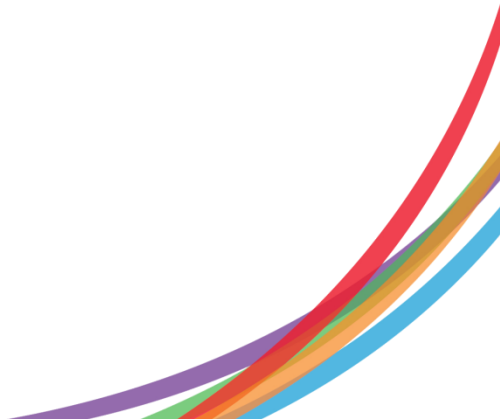
Among the key skills required for this role are:

- A straight-forward, accurate writing style and strong command of the English language
- A genuine interest in UK politics is essential
- Specialist in transport issues - particularly maritime and aviation (which form current policy areas) would be especially beneficial)
- Interest in social policy (particularly health and social security) is of use
- Interest in development and conflict zones would be a bonus
- Discretion
- Conviviality is an asset.

The intern will develop a thorough understanding of how Parliament, national and local government in the UK works, as well as the role of a current opposition frontbench minister dealing with national policy work in the transport and social policy fields.

- Written and oral communication skills will be tested
 - The internship may be tailored towards specific policy or academic interests
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If you get an internship...

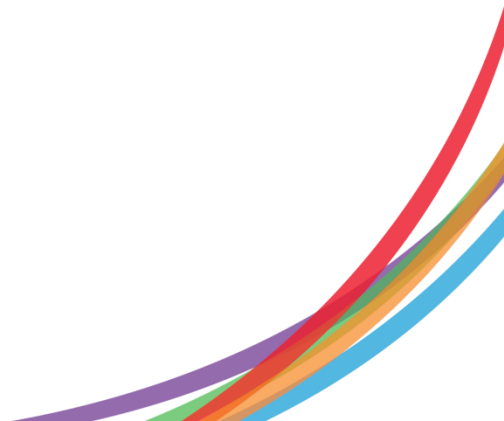
- Don't forget you are representing LSE
 - Keep us up-to-date with your progress
 - Network with Parliamentarians and colleagues
 - Meet with other interns and share best practice
 - Give us feedback on your placement
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Coming up...

LSE Parliamentary Internships – Writing a cover letter

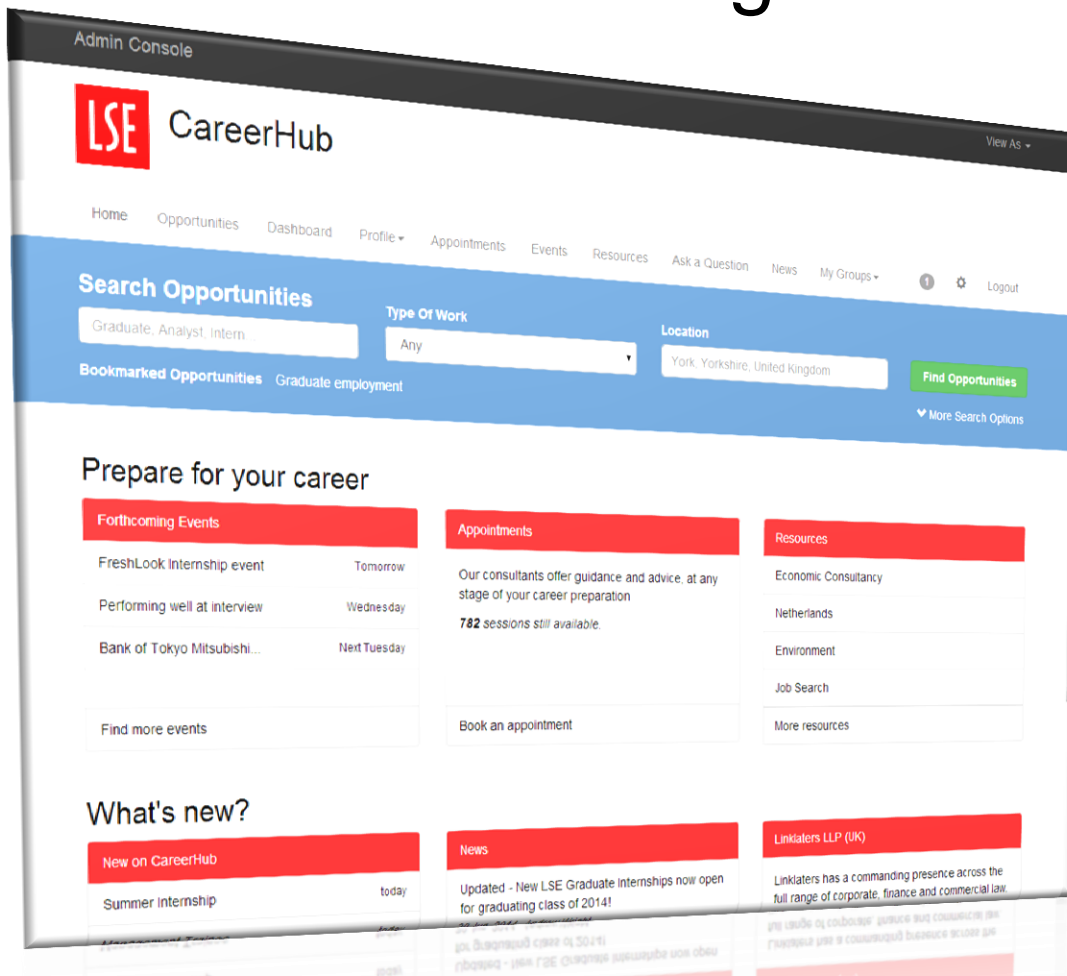
Monday 6 October, 14.00-15.00

NAB LG.01 (Wolfson Theatre)



LSE CareerHub

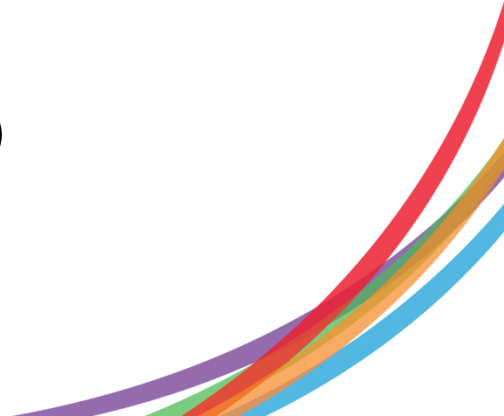
All other opportunities are advertised through our LSE CareerHub portal



careers.lse.ac.uk

Other options...

- All on LSE CareerHub...
 - UK Civil Service Fast Stream
 - US Presidential Management Fellows Program
 - Government of Canada's Recruitment of Policy Leaders Programme
 - European Personnel Selection Office (EPSO)
- Search other dedicated job websites for Parliamentary work
 - W4MP.org
 - Parliament.uk
 - PubAffairs (www.publicaffairsnetworking.com)



Questions?

If you have other questions,
ask us on LSE CareerHub



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