



## WiPA Internship Programme 2025

The Women in Public Affairs (WiPA) Executive Committee is looking to recruit one intern on a two day a week basis, for 6 weeks this summer.

### About WiPA

The Women in Public Affairs (WiPA) Network was launched in 2012 to bring together women across the UK public affairs sector to share experiences, offer advice and support, and explore how we can work collectively to build a more diverse and representative industry.

Over a decade later, WiPA is one of the largest networks in the sector with over 2,500 members.

We are renowned for the connections and support we offer through networking, training sessions, events with outstanding speakers and great drinks parties. Our events inform, inspire and support public affairs practitioners throughout their career.

### Internship roles and responsibilities

- **Admin support**
  - Keeping the website up-to-date
  - Keeping track of the WiPA email inbox
- **Event support**
  - Supporting the organisation of WiPA's headline summer party on 10th July
  - Helping with logistics, promoting the event on socials, on the day attendance
  - Ad hoc support and attendance at other WiPA events during the internship
- **Ad hoc support**
  - Supporting the campaigns team with the finalisation of collateral to be published at the summer party
  - Supporting the comms team with social media posts

### Format and pay

The internship will be 2 days a week and run for 6 weeks, from Monday 2nd June - Friday 11th July.

The intern may choose their two working days, which should be fixed days each week between Monday-Friday (but can be occasionally changed as needed). We consider a working day to be 7.5 hours, which can be worked flexibly between the hours of 8am-6pm.



The intern can be based anywhere in the UK as the programme will be hybrid. They may shadow WiPA Executive Committee members in their offices for a day if they would like to do so.

Travel to London is required on the day of the summer party, Thursday 10th July.

WiPA will pay the [Real Living Wage](#) (£13.85 per hour), plus reasonable travel expenses.

## Requirements

Our ideal candidate would be:

- A current university or further education student who wants a career in politics/public affairs after graduation.
- A school leaver who is not at university yet or who is not planning to attend university and wants a career in politics/public affairs.
- An individual looking to change careers and move into politics/public affairs.

This role is open to all genders.

## How to apply

Send your CV and answers to the following two questions to [rebecca@ihaveavoice.org.uk](mailto:rebecca@ihaveavoice.org.uk) by 5pm 5<sup>th</sup> May.

1. Why would you like this internship with WiPA?
2. Provide us with an example of a time you've used your initiative and worked independently on a team project / goal.