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| Job Title: Property Management Intern | |
| Managed by: Pathways Manager/Property Team Member | |
| Department: Property | Location: Waddesdon Manor/Estate Yard |
| Salary: National Living Wage & subsidised accommodation on site | Contract Type: One-year fixed term from 14 September 2026 |
| Hours: 37.5 hours per week Monday- Friday | |

An overview of what you will be doing

Waddesdon Manor sits at the heart of a working estate, with a diverse portfolio of residential and commercial properties managed by the Rothschild Foundation's Property team. Their work brings together heritage conservation, property management, sustainability, and long-term estate planning.

As a Property Management Intern, you'll gain hands-on experience across the full property lifecycle, from leasing and tenancy management to repairs, capital projects, and estate strategy. You'll work alongside an experienced, multi-disciplinary team and contribute to the day-to-day running of a busy and varied estate.

Over the course of the year, you'll build practical knowledge of property law and compliance, including key areas such as landlord and tenant legislation. You'll support a range of activities, including drafting leases, calculating rent, inspecting properties, and assisting with tenant onboarding.

You'll also help manage ongoing operations by tracking maintenance and repairs, supporting compliance processes (such as gas safety and inspections), and building relationships with tenants and colleagues across the estate.

This internship will give you practical exposure to contractor coordination and project delivery, from routine maintenance through to larger improvement works. You'll see how long-term planning, budgets, and governance shape decisions across the estate, and how these translate into day-to-day operations.

Sustainability is an increasingly important part of the Property team's work. You'll gain experience working across departments to support conservation and environmental initiatives in a live estate setting.

Who are we looking for?

We're looking for someone practical, adaptable, and keen to learn, who is interested in developing a career in property or estate management.

This role involves a mix of hands-on and office-based work, so you should be comfortable working both outdoors on practical tasks and indoors supporting day-to-day operations. An interest in heritage buildings, property maintenance, or tenant-facing work will help you get the most from the experience.

You don't need prior experience, but you should be willing to get involved, ask questions, and take pride in doing a job well. A proactive approach and the ability to work both independently and as part of a team will be important.

You'll also benefit from being organised, open to feedback, and able to adapt as priorities change across a busy and varied department.

Skills you will gain

During the internship you will have the opportunity to develop strong organisational and effective problem-solving skills. At the end of the year, you should be confident in making well-informed decisions about property inspections, maintenance coordination, compliance monitoring, and contractor management for example. Through regular interactions with tenants, you'll enhance your communication skills and be able to liaise with stakeholders at all levels.

Courses, like PASMA Scaffold Tower training, First Aid, Fire Safety, IPAF training, Legionella Awareness, and Asbestos training will be made available to you. This will provide you with a well-rounded foundation for a future career.

Additional opportunities

Throughout the internship, you'll have access to a variety of additional opportunities designed to enhance your experience and professional growth. These include training courses and seminars that run alongside your day-to-day responsibilities, offering insights from industry professionals and deep dives into key topics. You'll gain a comprehensive understanding of what it takes to manage a property portfolio effectively, developing a rare, well-rounded perspective of all the moving parts within the sector. This exposure will help you identify the areas you most enjoy and may want to pursue further

in your career. Whether you're aiming for a broad role across all aspects of property or looking to develop a specialist skill, such as managing repairs on historic buildings or incorporating environmental considerations into property projects, this internship will equip you with the knowledge, confidence, and experience to take your next steps in the industry.

As part of the Pathways Internship, you will have the opportunity to participate in a three-day Intern Skills Workshop, designed to support your personal and professional development. This workshop will cover a variety of topics aimed at enhancing your skills, broadening your knowledge, and preparing you for future career opportunities.

In addition, you will be able to take part in staff and intern events throughout the year, providing valuable networking opportunities, insight into different roles across the organisation, and a chance to engage with the wider team. You will also have access to a training budget to support your learning and development, allowing you to attend relevant courses, workshops, or conferences.

To ensure you make the most of your internship experience, you will receive full one-to-one mentor support from the Pathways team. Your mentor will guide you through your projects, help you set and achieve personal development goals, and offer advice and encouragement as you explore potential career pathways.

You might be looking for a future career in...

This internship is an excellent steppingstone into a variety of careers, including:

- Property Management
- Heritage (management)
- Property development
- Surveying
- Project Management

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