



THE TALENT SOLUTION FROM  
THE INVESTMENT ASSOCIATION



## Investment20/20 Trainee Job Description

### Marketing Trainee

#### Bridgepoint Company Overview

Bridgepoint is an international alternative asset fund management group focused on acquiring market-leading businesses. Bridgepoint typically acquires businesses valued between €50 million and €1 billion. Well-known investments have included Pret A Manger, Foncia, Nordic Cinema Group, and MotoGP.

We are pleased to be able to offer the opportunity of a traineeship within our Marketing team. This is a unique opportunity for a motivated self-starter to gain valuable Marketing experience within the alternative asset fund management industry.

#### Programme information

You will join as a trainee as part of the [Investment20/20 programme](#). While we can't guarantee a permanent position at the end of the 12 month contract, it is our intention to make the offer, but this is up to how well you perform. 75% of Investment20/20 trainees are offered permanent positions.

Our trainee programme will introduce you to investment management (within the Private Equity sector) and you will gain industry knowledge, experience and develop relationships enabling you to progress your career and provide you with skills to secure a permanent role. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 300 trainees across the industry and participate in socials and insight events.

Our trainee programme is a fixed term one year contract paying £24,000. In addition to the usual public and bank holidays recognised in England and Wales, you are entitled to 22 days paid holiday during your traineeship. The role is based in London.



## Programme Summary

This is a programme intended to give you a breadth of knowledge and experience within the business to enable you to make informed decisions about where you would like to develop your career.

## The Team

The role is to provide marketing support to a busy team on a variety of marketing topics. The Marketing Trainee will be part of a team of three and will support the Marketing Team as required.

## Responsibilities include

- General support
  - Provide administrative and other support to the team including preparing documentation and keeping photography and collateral folders updated.
  - Respond to general queries from managers and employees and directing/helping them as appropriate.
- Event organisation/administration
  - Support the marketing Department in the design and organisation of key company events.
  - Assist in the preparation of programmes and itineraries for individual events.
  - Update/manage database of venues for internal and external events.
  - Help manage & book travel arrangements.
- Website management
  - Assist in the maintenance of Bridgepoint's external websites, keeping them current and up to date.
  - Liaise with the web agency/internal IT team where appropriate.
- Marketing information systems/administration
  - Keep online marketing folders/databases updated.
- Branded goods
  - Assist and ownership where appropriate in the co-ordination/sourcing and production of branded goods for the company.
- Ad hoc projects
  - Involved in new projects as they arise.



## Skills and requirements

### Requirements

If you are a school/college leaver or graduate who has an interest in working within financial services and has the following attributes, we are interest in hearing from you:

- Team player, but also able to work effectively alone;
- Inquisitive and enjoy interpreting information and problem solving;
- Excellent organisational skills;
- Self-starter with a 'can do' attitude;
- Strong attention to detail;
- A strong desire to learn;
- A good communicator, both oral and written;
- Good working knowledge of Word, Excel and Powerpoint.

### How to apply

Please send a copy of your CV and a **covering letter including your answers to the questions below in 250-300 words each** to [scott.woods@bridgepoint.eu](mailto:scott.woods@bridgepoint.eu) with **Marketing Trainee** in the subject line.

- Why are you applying to us for this traineeship programme?
- Tell us about the most interesting project or piece of work you have completed as part of your studies at either school/college or university. What did you have to do and what interested you most about it?
- What is the most challenging situation you have faced and how did you deal with it?

Successful candidates will be asked for a telephone interview, and one face to face interview.

Bridgepoint is an inclusive employer, please make the recruitment team aware if you have a disability, condition or difference that may require some adaptations.

**Please note that we recruit on a rolling basis so early application is advised.**

### Key dates

Online applications close: 31<sup>st</sup> May 2022

Start date: June/July 2022

Unsuccessful candidates will be notified by email.