



UNIVERSITY OF  
CAMBRIDGE

Department of Land Economy

in association with



Cambridge University  
Land Society



UNIVERSITY OF  
CAMBRIDGE

Cambridge Land Economy  
Advisory Board

**Department of Land Economy**

**Employment Programme  
(LEEP)**

**Guidance notes and procedures**

Please note that this document is always in draft form as we have adopted a proactive approach in developing the Employment procedures and the guidance notes might change during the academic year depending on your feedback and experiences. We aim to notify you with the changes.

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## **Land Economy Employment Programme - LEEP**

### **General Overview**

The Employment Programme at the Department of Land Economy was established in 2010 in association with Cambridge University Land Society (CULS) and Cambridge Land Economy Advisory Board (CLEAB). It replaced the MPhil in Real Estate Finance Employment Programme, which was established in 2006.

The LEEP aims to assist all Land Economy students to find job placement after graduating from their studies at University of Cambridge. The main goal of the Programme is to provide all Land Economy students and Alumni with information, contacts and links to the companies, which would lead to achieving the best possible start in their progressive careers.

### **All students**

As the LEEP has expanded to all MPhil programmes, PhD and Part 2 tripos as well as the interest of Company HR managers in hiring LE students, we have shifted our Employment Programme to use LinkedIn in as a tool to assist in employing students.

The main purpose of the LEEP is to provide LE students with all the possible tools and knowledge for search to find their perfect job after graduation by:

- Providing them with instructions on the uses and benefits of LinkedIn, not only for job search but networking with Alumni;
- Promoting Graduate programmes in the relevant companies;
- Assistance in writing up their CVs;
- Enhancing their Profiles on LinkedIn by including the Dept of LE page on LinkedIn Education section – see website <https://www.landecon.cam.ac.uk/about/careers-and-alumni/linkedin>
- Providing them with a Database of companies with their graduate programmes websites;
- Encouraging memberships with the University Career Services and CULS;
- Encouraging participation in the Mentoring scheme and attendance to the Practice seminars.

### **MPhil in Real Estate Finance Resume Book**

Within the Employment Programme the Department produces MPhil in Real Estate Finance (REF) Resume Book. The Resume book is published and distributed to more than 300 companies globally on an annual basis.

Companies who have shown interest in Land Economy students, automatically receive the Resume book as it is published by email and/or by post depending on their preferences.

Companies who receive the resume book are free to contact any student(s) at their discretion to invite them for an interview and offer them a position.

Companies are advised check with the Employment Coordinator if a particular student has already found a job placement before they contact them.

Note: Each year some REF students opt out in their participation and do not publish their resume in the Book.

## **How does the Employment Programme work**

The Department side

The Department of Land Economy not only acts as a link to the industry and companies who employ young professionals but also provides links our Alumni and assists them to secure more senior job placement.

The Department of Land Economy:

- Keeps a Database of all Companies who have shown interest in employing Land Economy students and Alumni;
- Keeps a Database of companies who have given consent to be contacted and receive the Resume book on an annual basis;
- Keeps Database of companies who have Undergraduate/ postgraduate/ Training programmes – Note: This Database is distributed to all students;
- Forward any job positions that might be of interest to the Land Economy students and Alumni;
- Encourages students and Alumni to join LinkedIn and connect with the Employment Programme Coordinator in order to become a part of the professional networking community dedicated to business and employment;
- Provide general and tailored advise to any students who needs assistance with their resume and cover letters regardless of their participation in the Resume book;
- Advises students/ Alumni to join the University of Cambridge Career Services for further advise and join Cambridge University Land Society (CULS);
- Organises a Land Economy Mentoring Scheme where students have an opportunity to speak to senior professionals in their field of interest, get advise on career path, familiarise with the relevant sectors of employment and career progression.
- Organises Real Estate Investment and Finance Practice Seminars through the year where senior practitioners provide an insight into the work by talking about their own career and presenting a case study or discussing current issues affecting their firm.
- Organises Social events where the students are able to meet the Cambridge Land Economy Advisory Board Members and associate professionals in the related fields.

The Companies side

### Eligibility

Companies are eligible to participate in the Employment programme as follows:

1. Companies that are within the following (and/or related) sectors:
  - Corporate Finance, Banking and Investment
  - Legal services
  - Hedge Funds
  - Private Equity and Venture Capital

- Property and asset management
  - Conservation and regeneration
  - Office and industrial planning
  - International Affairs
  - Sustainable development
  - Housing and retail sector planning
  - Sustainability and Environmental planning
  - Urban and rural design and planning
  - Environmental policy
  - Conservation and energy
  - Planning and architecture
  - Renewables & Environment
  - Planning and construction
2. Companies that have undergraduate, postgraduate training programme in the related fields;
  3. Companies that have interest in employing Land Economy students and Alumni;

### New to the Employment Programme?

All new companies interested in participating in the Department of Land Economy Employment Programme are encouraged to contact the Employment Coordinator in first instance for further information on joining the Programme.

If a company is interested in keeping in touch with us, they can fill out contact and consent form provided by the Employment coordinator.

We hold an Employment Database of companies who have shown an interest in employing Land Economy students/ alumni, wish to receive the Resume book on an annual basis and/or advertise their job positions to land economy students/alumni.

GDPR statement is provided by the Employment Coordinator on request.

### Advertising Job Positions

There are few ways in which any Company can distribute and offer job positions to our students:

- Contact students from the Resume book directly;
- Contact the Employment Coordinator to advertise any positions you might have that might be of interest to the Land Economy students or Alumni;
- Contact the University Career Services where they arrange to have a Presentation of the company's sectors and advertise their job placements on the Career services websites.  
Note: The Career Services is open to all Cambridge University students and not only Land Economy students.
- Join the Cambridge University Land Society (CULS) Property Career Fair;
- Contact CULS to promote job opportunities to Land Economy Alumni;

### Job descriptions

The Department of Land Economy has a set policy with regards to distributing job positions to students. We advise companies to provide us with job descriptions, which include the following information (if applicable):

- State if the job position is aimed for undergraduates, master or doctoral students or Alumni;
- Stating the compensation package, benefits and holiday allowance;
- State if the post is permanent, part-time and/or internship and/or a part of training programme within the company;
- State if after finishing the internship or training programme there is a planned step for progression and what are the criteria (if applicable);
- Providing a detailed job description inclusive of contact email/ website where the students/ Alumni can apply.

Note: LEEP does not pass job positions to a specific Cambridge College as they function as a separate entities from the University;

We do not deal with Recruitment Agencies.

### Timing on contacting Land Economy students and posting job advertisements

#### *Current Students*

Companies are advised not to provide us with job positions aimed at **current students** in Michaelmas term (from October to January). With the company's agreement, we will forward the job positions during this period to the students (Alumni) who are still looking for placements and have graduated in the previous academic year.

Companies are advised not to provide us with job positions aimed at current students that **start** during the academic year (October to July). Current students need to keep Term in Cambridge, attend lectures, finalise their Dissertations with strict deadlines and they are not permitted to have a job during their studies.

Note: The Department of Land Economy strongly believes that students need to adjust to the new student life in Cambridge and focus mainly on their studies.

#### *Alumni*

For Alumni we are open to forward any relevant job positions any given time.

### **The students' side**

#### *Eligibility*

All Land Economy students are eligible to join the Employment Programme.

The MPhil in Real Estate Finance Resume Book is open to MPhil in Real Estate Finance students, inclusive of MPhil in Thesis and MPhil by Research with related area of research.

#### What to do?

- Participate in the Resume book (see eligibility above);
- Join the University of Cambridge Career Services;
- Join the Cambridge University Land Society (CULS);
- Join LinkedIn and connect with the Employment coordinator, Department of Land Economy Group and adjust your profile by adding Education to Department of Land Economy, University of Cambridge;
- Ask for advice on how to improve your resume – Land Economy Employment Coordinator and/or Career Services;
- Do research in which companies you would like to work;
- Be proactive by attending networking events organised by the Department, CULS, CLEAB or Company presentations organised by the Career services;
- Join the Land Economy Mentoring Scheme – see Mentoring Guidance notes for eligibility.

The Department of Land Economy will pass on job positions that students might have interest in. If interested students need to send the requested/appropriate documentation to apply for the job placement as required by the company.

Note: Whether a job position has been forwarded to the students or a company has directly contacted students via the Resume book, the students will need to follow the deadlines and procedures that the company have set and undergo any testing and interviews they might require.

**The Land Economy Employment Programme provides links and opportunities to relevant job positions and does not hand job positions to students – the companies do!**

**Note: The main aim of the students is their studies and obtaining a Degree from University of Cambridge. The studies always have priority over any job search/ interviews.**

### **Feedback and Concerns**

All students involved in the Employment programme are encouraged to provide feedback by contacting the Employment Coordinator. We try to improve our Programme and over the years students have provided suggestions that have helped to make many changes. If you have any suggestions of improvement or concerns please voice them to the Employment Programme Coordinator who will be happy to give you further advice and guidance about the Employment Programme and/or the Resume book and take into consideration any of your suggestions.

### **Contact**

For all enquiries please contact Mrs Gordana Adamceska-Halson, Employment Coordinator on [ga234@cam.ac.uk](mailto:ga234@cam.ac.uk), 01223 337 129, Land Economy offices – 19 Silver street, Cambridge CB3 9EP.

**Useful links:**

Cambridge University Land Society (CULS)

<https://www.culandsoc.com/>

<https://www.landecon.cam.ac.uk/about-us/careers-and-alumni/culs>

Cambridge Land Economy Advisory Board (CLEAB)

<http://www.cleab.org/>

<https://www.landecon.cam.ac.uk/about-us/cambridge-land-economy-advisory-board-cleab/>

University of Cambridge Career Services <http://www.careers.cam.ac.uk/>

Land Economy Mentoring Scheme - <https://www.landecon.cam.ac.uk/about-us/mentoring-scheme>

Linkedin

<https://www.landecon.cam.ac.uk/about/careers-and-alumni/linkedin>

<https://www.linkedin.com/groups/8565581/>