

The logo for UKSIF, consisting of the letters 'UKSIF' in a bold, white, sans-serif font, centered within a dark grey rectangular background.

Head of Policy

Candidate Information

*£34,000 p.a. plus 3% Employer's Pension Contribution after three months.
25 days holiday plus 3 fixed days at Christmas / New Year.
Start date: 3 January 2012 or as soon as possible thereafter.*

UKSIF, the sustainable investment and finance association, is seeking a Head of Policy.

In this stimulating and influential role, you will be at the heart of a UK and worldwide network seeking to advance sustainable development through responsible investment and other financial services. Working with our Chief Executive and members, you will advocate for a regulatory and public policy environment that enables effective capital markets where sustainability and long-term profitability are aligned. You will develop and refine policy positions, undertake and coordinate influencing activities, write policy submissions and media articles, and, when needed, commission and undertake research.

You will also use your public policy knowledge and your influencing and communication skills to support the continuous development of leadership, competencies, knowledge, tools and relationships across the sustainable investment and finance industry. This will include managing our Information and Analyst Services Manager, who delivers our investment analyst seminar programme and other member networking and information support.

This new permanent post requires an excellent practical understanding of how change happens in UK regulation and public policy, experience of influencing relevant UK regulators and public policy makers and a network of relevant public policy contacts. Ideally, you will also have some understanding and/or experience at the EU level. You must be able to grasp new concepts easily and build excellent relationships with our members and stakeholders, but past experience in sustainable investment and finance is not essential.

Working from our London office in EC2 and reporting to the Chief Executive, you will form a critical part of the small and highly committed staff team at this influential investor-led membership association. A self-starter with empathy for business solutions to sustainable development challenges and a team player who is also happy working alone, you will develop rapidly into a well-informed and respected champion for this exciting and evolving field.

About UKSIF

UKSIF, the sustainable investment and finance association, promotes responsible investment and other forms of finance that support sustainable economic development, enhance quality of life and safeguard the environment. We support the UK finance sector to be a global leader in advancing sustainable development through financial services and seek to grow the market for sustainable investment and finance in the UK.

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Founded in 1991, we have over 260 members including over 60 asset managers and other financial institutions, together with pension funds, investment consultants, research providers, non-governmental organisations and financial advisers.

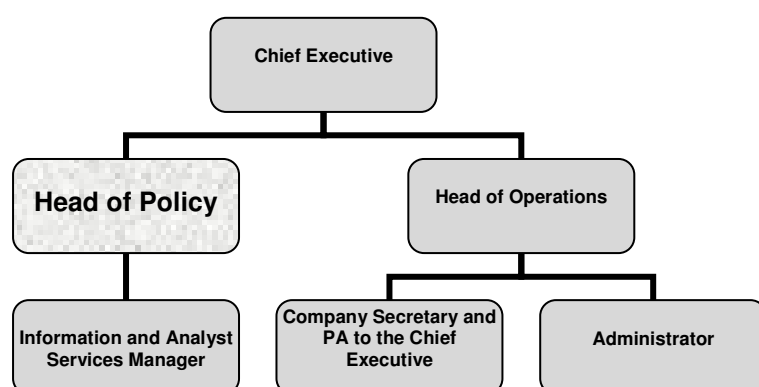
For more details, visit www.uksif.org. You may particularly wish to read:

www.uksif.org/about/values_principles

www.uksif.org/about/strategy

www.uksif.org/projects/policy

Organisational Structure



UKSIF has two main work programmes to deliver its 2011-2014 strategy:

- Supporting leadership, which is delivered by the Head of Policy
- Growing markets, which is delivered by the Head of Operations

UKSIF Leadership Work Programme

UKSIF's leadership programme priorities are:

- To increase strategic support for UK sustainable investment and finance in the UK finance sector
- To support leadership and good practice in responsible asset ownership
- To accelerate market-driven, socially useful innovation and growth in ESG investing (eg. integration, thematic, etc.) across all significant asset classes, deepening both its financial and its societal impact
- To support UK leadership in low carbon and resource efficient investment, disruptive innovations in financial services to advance sustainable development and emerging investment opportunities like impact investing.

To achieve this, we seek to influence and support:

- Financial services public policy and regulation in the UK and Europe, including international financial services promotion
- Public policy affecting investments such as listed companies and infrastructure
- Leadership and practice within the UK finance sector

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We engage with government bodies and other organisations such as:

HM Treasury
Department for Business, Innovation & Skills (BIS)
Department for Energy and Climate Change (DECC)
Financial Services Authority
Financial Reporting Council
TheCityUK
Investment Management Association (IMA)
Association of British Insurers (ABI)
National Association of Pension funds (NAPF)
City of London Corporation

Public policy debates in which we have recently participated include:

Kay Review of UK Equity Markets
EU Corporate Governance Green Paper
Effective Company Stewardship: Enhancing Corporate Reporting and Audit
Green Investment Bank
'Charities and Investment Matters'

We expect the Kay Review to remain a key focus for us in 2012.

For a full list of recent consultation responses, visit www.uksif.org/policy.

Key Responsibilities

- Deliver UKSIF's "Leadership" work programme, including its activities to influence regulation and public policy
- Write policy responses and media articles
- Act as an UKSIF spokesperson where appropriate
- Manage at least one staff member and oversee the work of interns and volunteers as needed
- Contribute to the UKSIF staff team in a way that maintains productivity and morale

Person Specification

Essential

- Excellent influencing, project management and multi-tasking skills; it is unlikely that less than three years of relevant work experience and less than five years of general work experience would be sufficient to develop the necessary competencies and experience.
- Excellent practical understanding of how change happens in UK regulation and public policy, experience of building relationships with and influencing relevant UK regulators and public policy makers and a network of relevant public policy contacts.
- Engaging personality, with the ability to relate to a wide range of people within the finance sector and beyond, together with the personal style and presence to influence and gain respect.
- Good writing skills in grammatical UK English, with the ability to produce effective policy responses and engaging and accurate articles. Computer literate with a good knowledge of Microsoft Office, e-mail and social media.

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- Self-starter, able to take direction but requiring limited day to day management. Fast and accurate, with excellent verbal communication skills, good judgement and attention to detail. Constructive, flexible and pro-active. Excellent skills in managing, motivating and supporting more junior staff.
- Ability to relate to our varied membership and our commercial and social impact goals.
- Ability to work flexibly as required including attending events outside normal working hours, for which time off in lieu will be given.

Desirable

- Experience of working in a small and quiet office.
- Good general knowledge of the institutional investment chain (eg. the difference between an asset owner and an asset manager; and between a pensions manager, plan sponsor and chair of trustees). Knowledge and/or experience of sustainable investment and finance would also be an advantage.
- Relevant public policy knowledge and/or experience at the EU level.
- Understanding of trade association cultures and processes, or equivalent.
- Graduate-level calibre, probably with a Masters degree.

We encourage you to apply if you meet our essential requirements, already have the right to work in the UK (as below) and have enthusiasm for what we do.

How to apply

Please send a covering letter explaining why you are suitable for this post and your available start date if appointed together with your CV by email to info@uksif.org with your name and “Head of Policy” in the subject line.

Closing date: Tuesday 25 October at 5pm

Interviews: **Wednesday 2 November**

Start date: Tuesday 3 January 2012 or as soon as possible thereafter; we are seeking a candidate who can start by early March at the latest.

Due to UKSIF’s limited resources as a small organisation, we regret that we are not able to assist with work permit applications for this post.

Last updated: 4 October 2011