

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

# Programme Director

## (Public Affairs Specialist)

### 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.*

The UK Sustainable Investment and Finance Association (UKSIF) is seeking to recruit a new Programme Director. The successful candidate will deliver UKSIF's programme of support for advancing UK leadership in the contribution of financial services to sustainable development.

The role includes a strong focus on influencing public policy and regulation with and on behalf of our members. The post may therefore be particularly attractive to candidates with experience of public affairs and public policy decision-making from central government, parliament, government relations or similar roles who wish to develop their understanding of sustainable investment and finance. However, we welcome applications from candidates with other backgrounds who meet our essential requirements and have enthusiasm for what we do.

In this stimulating and influential post, 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 undertake and coordinate influencing activities, refine policy positions and write policy submissions and media articles, and, occasionally, commission or undertake research. (Note: This is primarily an influencing role rather than a research one.)

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 appreciation of how change happens in UK regulation and public policy, experience of influencing public policy makers or equivalent and ideally a network of relevant UK public policy and/or regulatory contacts. You may 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 trade 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**

The UK 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.

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.

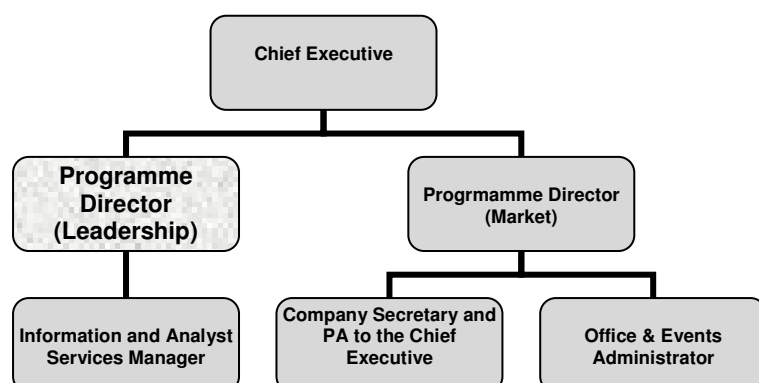
For more details, visit [www.uksif.org](http://www.uksif.org). You may particularly wish to read:

[www.uksif.org/about/values\\_principles](http://www.uksif.org/about/values_principles)

[www.uksif.org/about/strategy](http://www.uksif.org/about/strategy)

[www.uksif.org/projects/policy](http://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 this post
- Growing markets, which is delivered by our other Programme Director

## **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

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- 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

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  
Green Investment Bank  
'Charities and Investment Matters'

For a full list of recent consultation responses, visit [www.uksif.org/policy](http://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 appreciation of how change happens in UK regulation and public policy, together with experience of building relationships with and influencing public policy makers or equivalent.
- 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.

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- 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.
- 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.

### **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.
- A network of relevant UK public policy and/or regulatory contacts.
- 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](mailto:info@uksif.org) with your name and "Programme Director" in the subject line.

**Closing date:** Monday 6 February at 5pm

**Interviews:** **Wednesday 15 February**

If you would like to discuss this post informally before applying, please contact our Chief Executive Penny Shepherd on 020 7749 9950 or at [info@uksif.org](mailto:info@uksif.org). However, please do not contact us to offer recruitment consultancy or paid advertising.

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: 30 January 2012