



# Head of Public Policy & Programme Director

## *Candidate Information*

*Salary: up to £37,500*

*25 days' holiday per annum plus 3 fixed days at Christmas / New Year.*

*3% Employer's Pension Contribution after qualifying period.*

After the Covid period the successful candidate will work from our London office in EC2.

UKSIF (UK Sustainable Investment and Finance Association) is a membership organisation for those in the finance industry committed to growing sustainable and responsible finance in the UK. Our vision is a fair, inclusive and sustainable financial system that works for the benefit of society and the environment. UKSIF has 240+ members and affiliates including financial advisers, institutional and retail fund managers, pension funds, banks, research providers, consultants and NGOs.

UKSIF is now seeking a **Head of Public Policy & Programme Director**.

This is a permanent full-time position.

This is a great opportunity for candidates with experience of and enthusiasm for public policy work, public affairs and current affairs as well as an interest in sustainable and responsible investment, corporate responsibility and financial services generally. Excellent communication skills, sound judgement, the ability to organise yourself, a willingness to learn and a personality and style which can flourish in a small and resource-constrained team are essential. This role may be of particular interest to candidates currently working in Parliament, the public sector or for a charity or NGO.

## **Key Responsibilities**

The Head of Public Policy will seek to influence policy-makers and regulators at the national and sometimes European level on behalf of our members and to promote sustainable and responsible investment. We are recognised leaders in the sector for our work on persuading the Government to change pensions' law on responsible investment, and we are determined to do more in that area and more widely.

You will manage our engagement with politicians, civil servants, regulators and other stakeholders as a key tool in the creation both of a supportive environment for our members' businesses and the development of a more sustainable financial system.

## UKSIF – Head of Public Policy & Programme Director – Candidate Information

You will:

- Engage with a wide variety of policy stakeholders to promote the cause of responsible finance and seek to build and maintain relationships where new policy developments demand it.
- Work with UKSIF members to develop and present UKSIF’s position on key political, Governmental and regulatory issues. This will include
  - consulting members in a variety of ways (in person, by phone, webinar, convened meetings) and then drafting formal written responses to consultations
  - direct approaches to stakeholders and decision makers
  - supporting our public relations work in areas lined to policy
- In conjunction with the broader team, help to deliver our “policy programme”, a series of activities organised in conjunction with our members to spreading knowledge and capacity in chosen areas of policy such as pension and charity investment, retail finance and social investment.
- Engage with international SIFs including Eurosif, USSIF and the Global Sustainable Investment Alliance on sustainable finance policy developments
- Act as secretary to UKSIF’s Policy Committee, which provides ongoing support to our policy programme and which meets quarterly
- Advise on, and input to, UKSIF’s wider media and social media work

Precise duties may be tailored to match the successful candidate’s strengths.

### **Person Specification**

We anticipate that the successful candidate will have some of these attributes:

#### **Very important**

- A belief in a more sustainable economy combined with an understanding of members’ commercial aims
- A good understanding of Whitehall and a knowledge of Parliament and wider Government/civil service processes
- Experience in organising a response to an issue or consultation e.g. engagement to gather data and views, drafting and publicising the response, and liaising with the relevant issuing department
- A fast and accurate working style, with excellent written and verbal communication skills. The ability to manage a wide variety of tasks using good judgement and showing attention to detail
- An understanding of the activities of the various players in financial services
- Ability to relate to our varied membership and our goals
- Experience in financial services or corporate responsibility

#### **Desirable**

- Experience of working in a small office.
- Understanding of responsible finance and issues in the ESG area: Environmental, Social and Governance
- A relevant degree or post-graduate qualification.

We encourage you to apply if you meet the job specification, 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 “Head of Public Policy” in the subject line.

The closing date for applications is 3<sup>rd</sup> July 2020.

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.

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

*12<sup>th</sup> June 2020*