



UK Sustainable Investment  
and Finance Association

## Job vacancy

### Communications and Events Executive

UKSIF is looking for an experienced communications and events executive to join our small team on a perm full-time basis.

The successful candidate will be responsible for social media, digital mailings, website maintenance, media partnerships, events and ad hoc communications projects.

UKSIF is a small, fast-paced and ambitious team. This is a great opportunity for a pro-active candidate to gain more experience in taking ownership of communications and events projects.

#### Who we are

We are the membership organisation for those in the finance industry committed to growing sustainable and responsible finance in the UK. We inform, influence and connect UK finance, policymakers and the public for a fair, inclusive and sustainable financial system that works for the benefit of society and the environment

If you are excited by raising awareness of, and influencing action in, sustainable and responsible investment and finance we want to hear from you.

#### Here are the details:

- Full-time, London
- Salary dependant on experience between £24,000 and £26,000
- Start ASAP

#### Here are the things you'll be doing:

- Organising two conferences a year (London and Edinburgh)
- Organising regular webinars and occasional in-person events
- Writing and distributing 14 x newsletters a year
- Writing and distributing event invitations, updates and briefings using an email marketing platform
- Maintaining 5 x websites
- Managing all social media channels
- Managing media/marketing partnerships
- Supporting the Good Money Week campaign
- Supporting the Analyst Committee (events)
- Ad hoc production of new content for our various audiences
- Monitoring and evaluation of the above

#### We need someone who:

- Has 2+ years' experience in similar role;
- Speaks and writes English fluently;
- Has experience copy writing professional mailings and general communications:

- Has experience of event organisation;
- Has experience of digital communications especially social media;
- Is highly self-directed;
- Is dedicated to building a more sustainable economy.

**Nice to haves:**

- Experience of working in small to medium sized teams;
- Experience working for a membership organisation;
- Knowledge of how the finance industry works;
- Campaigns experience

**How to apply:**

- We'll be **accepting applications until 13 June**, or until we find someone.
- Please send in a CV and cover letter to tell us the following:
  - why you are applying for this role
  - what best practice is when using social media to communicate with new audiences
  - what makes a good event organiser
- Finally, please send an example of copywriting you have produced for a professional email, a newsletter or website