

Chief Executive Job Specification

About UK Sustainable Investment and Finance Association

UK Sustainable Investment and Finance Association (UKSIF) supports the UK finance sector to be a global leader in advancing sustainable development through financial services.

We offer an authoritative voice on sustainable investment and finance to government, media and opinion formers, provide members with networking support and convene them to understand, educate and influence their stakeholders.

Acting as a progressive trade association, we support and promote responsible investment and other forms of finance that advance sustainable economic development, enhance quality of life and safeguard the environment. UKSIF also seeks to ensure that individual and institutional investors can reflect their values in their investments.

Founded in 1991, we have recently celebrated 21 years of operation. During that time, we and our members have contributed significantly to the growth of sustainable investment and finance, moving it from the margins to the mainstream within financial services.

We have over 250 members, including over 60 asset managers and other financial institutions, together with pension funds, investment consultants, research providers, non-governmental organisations and financial advisers.

These diverse members have a range of interests in sustainable investment. They may seek more effective management of financial risks and opportunities, investments in emerging solutions to societal challenges, measurable social or environmental impact and/or alignment with values. In general, they aim to support and/or benefit from more responsible capitalism and the transition to sustainable development. Their investment approaches include responsible ownership, ESG integration, green finance, impact investing and traditional retail ethical investing.

UKSIF's web sites are: uksif.org ethicalinvestment.org.uk neiwi.org

The Chief Executive works with a board of non-executive directors drawn mainly from our members and is supported by a small staff team. The board is chaired by Martin Clarke, Executive Director of Financial Risk at the Pension Protection Fund (PPF). Further member contacts are actively engaged on key UKSIF committees.

We work in partnership with similar sustainable investment membership organisations based in most leading financial markets, together with global initiatives such as the United Nations Environment Programme Finance Initiative (UNEP FI) and the UN-backed Principles for Responsible Investment (PRI).

UKSIF Chief Executive Role

We are seeking a highly motivated, well organised and experienced professional to continue to develop the organisation as its next Chief Executive. Your scope of activity will be broad and challenging.

An early task for the new Chief Executive will be the creation and implementation of UKSIF's next strategic plan. Developed with active board and member involvement, this will enable the organisation to prioritise among its growing opportunities for influence, harness its distinctive role and deliver maximum measurable impact.

The UKSIF Chief Executive reports to UKSIF's Board of Directors (<http://uksif.org/about-uksif/people/board-of-directors/>).

This role has multiple responsibilities which in broad terms include:

- Close collaboration with the UKSIF Board and its Committees, where you will plan and execute strategies for influencing government and other key stakeholders, retaining and recruiting members and developing funded projects. In addition you will facilitate the effective operation of UKSIF's Board and committees and maintain good communications with the Chair and Board/Committee members. This collaboration and facilitation supports your remit to engage positively with a thriving membership base.
- Enhancing UKSIF's public profile, influence and reputation, where you will represent the organisation to the media and policy makers and speak at industry events.
- Managing a small team, where you will oversee all new and existing services, project activities and relationships with members, opinion formers, sponsors and other parties. You will be aware of effectively communicating via social media. You will manage the finances of the organisation, ensuring that income is secured and budgets achieved.

UKSIF Chief Executive Candidate Specification

Drives and values	<ul style="list-style-type: none">• Energy, persistence, ambition• Commitment to and passion for sustainable investment and finance
Track record	<ul style="list-style-type: none">• Organisational and financial management• Influencing and consensus building• Experience of at least one of the approaches to responsible investment
Skills	<ul style="list-style-type: none">• Sensitive, diplomatic, tactful and persuasive with people of all levels• Ability to motivate and manage a small resource constrained team• Ability to communicate effectively with small and large groups with a consultative approach• Ability to develop and deliver policy and strategy

How To Apply

Please send a covering letter and a current CV. Please outline in your covering letter why you are suitable for this post.

Applications should be sent by email to Áine Hall, Hawk Search Limited, at aine@hawksearch.co.uk with your name and "UKSIF Chief Executive" in the subject line.

Closing date: Wednesday 30th January 2013 at 5pm

Interviews: Monday 11th February or Friday 15th February 2013

UK Sustainable Investment and Finance Association (UKSIF) is committed to equal opportunities and welcomes applications irrespective of gender, race, religion, disability, age and sexual orientation. Applicants must have full UK working rights.

Last updated: 8 January 2013