**Member Services and Market Programme Manager**

Candidate Information

Salary: £28,000 - £30,000 (depending on experience)
25 days’ holiday per annum plus 3 fixed days at Christmas / New Year.
3% Employer’s Pension Contribution
The successful candidate will work from our London office in EC2.

**Background to UKSIF and the role**

UKSIF is the UK Sustainable Investment and Finance Association. Our mission is to support our members by growing sustainable and responsible finance in the UK. We achieve this by informing, influencing and connecting UK finance, policymakers and the public.

We have an exciting opportunity for a Member Services and Market Programme Manager to join the team to support UKSIF’s mission, improve engagement within a vibrant membership community and grow it.

This is an excellent role for a self-motivated, confident and organised individual interested in developing their business development and project skills.

A key part of this role will be meeting members to discuss needs and opportunities and identify new member prospects. You will act as the first point of contact for all members and prospective members.

The post reports to the Chief Executive.

**Key Responsibilities**

**Member services**

We exist to support our members to grow sustainable finance. Every member of the team has to be conscious of what members need to do this. Be it things like policy change, increased market demand or new skills. In their covering letter, candidates should articulate how they would deliver in the following areas:

- Engage actively with members to assess needs and satisfaction, formally and informally
- Brief members on UKSIF work and plans
- Actively seek to recruit new members
Market Programme

UKSIF aims to deliver sector-specific activity such as events and research. The sectors for which this role will have primary responsibility will include:

- Social Investing
- Financial advisers
- Banks

The appointee will lead our work on these (and/or other segments as agreed) by

- Using member feedback to identify need in these areas. Needs might include policy, knowledge or member connections.
- Work with the rest of the team to develop strategies for delivery.
- Seek sponsorship as appropriate.

Other duties

- Sharing UKSIF research, events and campaigns to ensure members get maximum benefit from all our work
- Responsibility for other specific projects, as delegated by the Chief Executive
- Represent UKSIF externally as needed.

This role does not require a background in finance or sustainability but it will help.

More about UKSIF

Our members range across financial services: investment banks, retail banks, fund managers, financial advisers and institutional asset owners.

With circa. 240 members and affiliates, the association plays a leading role in shaping a fair, inclusive and sustainable financial system that works for the benefit of society and the environment.

We achieve this by informing, influencing and connecting UK finance, policymakers and the public to support our members grow sustainable and responsible finance in the UK.