

Clearinghouse Operations Executive

Location: London

Duration: Permanent

Start date: As soon as possible

Remuneration: £ 23,000 + benefits

About the PRI

The Principles for Responsible Investment is an investor initiative in partnership with UNEP Finance Initiative and the UN Global Compact. Launched by former UN Secretary-General Kofi Annan, the PRI is a set of voluntary best practice principles to assist investors in integrating environmental, social and corporate governance issues into investment processes and ownership practices. The principles are supported by a Secretariat that promotes the PRI and provides implementation support to signatories. See www.unpri.org.

Job description

This is an opportunity within the PRI Engagement Clearinghouse team, which is responsible for coordinating collaborative investor engagement activities on environmental, social and governance issues with invested companies and policymakers.

The successful candidate will primarily assist the head in supporting the team whenever needed. However, this is a developmental role and there will be opportunities to support some selected collaborative engagements once the successful candidate has familiarised him/herself with the immediate priorities of the position. The post-holder will also proactively manage the section of the PRI extranet dedicated to collaborative engagements and be responsible for tracking information on the use of the platform by PRI signatories. The provision of administrative and copy editing support for external communications (i.e. newsletters and bulletins) related to the Clearinghouse work stream is also part of this role.

Responsibilities

- Posting new collaborative proposals on the Clearinghouse platform
- Posting agendas and documentation of online seminars on the PRI extranet





- Organizing conference calls and meetings
- · Coordinating joint letters and mailing services
- Taking notes and writing reports
- Preparing PowerPoint presentations
- Creating and sending out alerts to signatories on collaborative initiatives and online seminars
- Providing technical support to the team on webinars, extranet, website, conference call details, private workspaces (Huddle), Salesforce and editing audio files
- Responding to queries by signatories and other teams about Clearinghouse activities
- Sending requests for updates on collaborative engagements to PRI signatories
- Preparing drafts on Clearinghouse initiatives and online seminars for monthly newsletters
- Collecting and inserting data in Salesforce, running statistics on collaborative engagements and online seminars

Requirements

ESSENTIAL

This is a content-heavy role with some technical requirements around user-interfaces relating to common technology platforms. As such fluency in both spoken and written English is essential along with a reasonable exposure to web technologies & collaborative online platforms.

Additional essential requirements are:

- educated to degree level (or equivalent) in a relevant discipline
- Motivated by the work of the PRI and willing to commit to the role for at least 12 to 18 months
- Advanced knowledge of relevant IT (e.g. Excel, Word, PowerPoint, Salesforce, Adobe, Connect, HTML)
- · Excellent verbal communications skills
- Strong attention to detail
- A confident & professional manner in dealing with senior business professionals
- Ability to learn quickly
- · Diplomacy, tact, and ability to work well in teams
- Willing to occasionally take notes of conference calls in different time zones outside normal working hours
- Must have the right to work in the UK

DESIRED

• Understanding of responsible investment and shareholder engagement activities



- Relevant experience in administrative and coordinative activities will be viewed positively.
- Fluency in an additional language relevant to the financial markets

All candidates must have eligibility to work in the UK without visa sponsorship. While every effort is made to contain the needs of the role within the usual working day, there will be an occasional need to work outside of hours owing to the international nature of the business.

Please send your CV and covering letter explaining why you are suited for this position to careers@unpri.org by 22 November 2013. Please attach your covering letter as a separate document, rather than in the email text.

