

Editor

Location: London **Duration**: Permanent, Full-Time

Start Date: ASAP Reporting to: Head of Communications

Salary: Competitive for non-profit sector

Benefits: 25 days holiday, BUPA health plan and non-contributory pension

About the Principles for Responsible Investment (PRI)

The Principles for Responsible Investment is an investor initiative in partnership with UNEP Finance Initiative and the UN Global Compact. Launched by UN Secretary-General Kofi Annan in 2006 and subsequently endorsed by his successor Ban Ki-Moon, the PRI is a set of voluntary best practice principles to assist investors in integrating environmental, social and corporate governance (ESG) issues into investment processes and ownership practices. The principles are supported by a 50-person Secretariat that promotes the PRI and provides implementation support to 1,200 signatories, which represent close to 20% of global capital markets. See www.unpri.org.

Summary of the position

The Editor will be an integral member of the PRI's dynamic and growing Communications team, overseeing the writing, editing and production of a wide range of written and online material that will raise awareness of the work of the PRI and its signatories and position the organisation as a global thought leader on responsible investment. The team acts as a shared service within the PRI, providing cross-business communications support, advice and guidance in line with the organisation's strategy and work plan. You will be flexible, creative and results-oriented and have meticulous attention to detail, and able to work well independently as well as part of a team.

The individual will work closely with the PRI's Implementation Support, Clearinghouse and Policy & Research teams to help them write, edit and deliver high quality, impactful materials. The role, working with colleagues in the Communications team, will ensure materials are effectively communicated to a diverse group of stakeholders. These include existing and potential signatories, academics, our UN partners, policy makers, and the media.

Implementation Support publishes practical resources to help signatories implement the six Principles; the Clearinghouse is the world's leading global platform for collaborative engagement, supporting investors to engage with companies about their disclosure and management of ESG issues; Policy and Research supports signatories to address barriers to the development of a more sustainable financial system via the introduction of long-term investment mandates.





Over time, the individual will also gain exposure to other teams within the PRI, including Signatory Relations, Recruitment and Reporting and Assessment.

Specific responsibilities

- Manage the PRI's publications, editing and design calendar, working with colleagues to deliver a large pipeline of projects from across the organisation to deadline and within budget.
- Edit a wide variety of material produced by PRI staff, signatories and external consultants, including guidance documents, case studies, presentations, fact sheets and briefing notes.
- Write original copy for projects delivered by the Communications team, including event summaries, media articles, press releases, presentations, websites and PRI Annual Report.
- Oversee the production and distribution of several regular PRI eNewsletters, including a monthly communication to all signatories, working with teams to develop engaging content.
- Maintain and update the PRI's editorial style guide, ensuring all published work adheres to brand and house style requirements. Oversee editorial and publishing processes overall, identifying area for process improvement where possible.
- Provide regular feedback and guidance to staff on writing skills, style and publishing strategy.
- Support other members of the Communication team as necessary and contribute to broader team activities and priorities.

Requirements and likely experience

- A Bachelors Degree in English, Communications, Journalism or a related area of study;
 Masters Degree in a relevant discipline will be highly regarded.
- Prior experience as an investment writer, editor, journalist or publications manager within a financial services, investment or media/communications agency is essential.
- Strong communication, interpersonal, relationship building, project management and critical thinking skills are also essential to secure buy-in and support from stakeholders at all levels.
- Excellent knowledge of English grammar and usage, as well as the principles of plain English.
 Additional language skills will be highly regarded, as is experience writing and/or editing content for translation into multiple languages.
- Solid understanding of investment concepts and strategies in one or more of the following asset classes or themes is desirable: commodities, farmland, fixed income, hedge funds, inclusive finance, infrastructure, listed equities, private equity, property, clean tech.
- Experience managing publishing projects from concept to launch, including writing briefs, editing and proofing copy, and commissioning design and print, will be highly regarded.
- Some broader Communications experience (agency or in-house) will be highly regarded to ensure good coordination with other team activities (media relations, etc.).
- High level of competence using standard software packages (MS Word, PowerPoint, Excel), experienced using social media, website and desktop publishing platforms highly regarded.
- An interest in responsible investment, sustainability and ESG issues will be highly regarded.
- Must be able to prioritise work and work effectively individually and as part of a team, in a very fast-paced and international business environment.
- Must be eligible to live and work in the UK without the need for visa sponsorship;



To apply for this role, please send your CV and a cover letter outlining why you believe you are suited to the position and your salary expectations to careers@unpri.org. Please attach your covering letter as a separate document. The deadline for applications is 22 November 2013.

