

An investor initiative
in partnership with
UNEP Finance Initiative
and the
UN Global Compact

Job opportunity: Principles for Responsible Investment

Implementation Support Manager

Location: London

Duration: Permanent position

Start date: Asap

Remuneration: competitive for early-career professional in non-profit space.

Job description:

This is a unique opportunity for an early-career professional to join a growing team dedicated to providing practical guidance to investors on the implementation of responsible investment practices. As part of the Implementation Support team, you will be responsible for managing work streams focused on Fixed Income and Infrastructure. You will be one of a number of project managers who together will support signatories' implementation of the PRI across different asset classes, including equities, fixed income, private equity, property, microfinance, ESG-themed investments and more. You will report to the Head of Implementation Support, but interact with the whole PRI team.

Specific tasks include:

- Project managing the PRI's implementation support within your asset class or fund type, including becoming an expert in that area of responsible investment implementation.
- Coordinating expert steering committees for your work streams. This may include organising conference calls, taking minutes, preparing reports and working with experts in the field.
- Project managing deliverables around your area of implementation support, including producing publications, case studies, webinars and events.
- Providing leadership in developing strategy for how best to support signatories in your work streams.
- Developing and maintaining a library of resources on best practices in responsible investment in your asset class or fund type.
- Providing the team more broadly with intelligence and capacity in your area of expertise.
- Communicating with signatories the outputs of the work stream



- Liaising with other groups and organisations working in your area

The above is designed as an indication of the role, not a definitive list of tasks. You will be expected to be self-directed, and autonomous. You will need to become a specialist in your particular area very quickly, both in terms of best practices and well as the key people.

Requirements:

- Experience with and ability to understand and work in international and multi-cultural contexts.
- 3+ years' experience in an investment-related field. Responsible investment experience is welcome, but mainstream investment experience is also very much valued.
- Excellent written and spoken English.
- Ability to connect with investors and speak their 'language'.
- Outstanding project management skills.
- Technology friendly. Good working knowledge of relevant technology.
- Relevant language skills other than English are preferred.
- Ability to work in teams, friendly, tactful and diplomatic.
- This is not a 9-5 job. We expect the successful candidate to demonstrate desire to achieve the highest standards of professional delivery in an international investment and policy environment.
- Must have the right to work in the UK

The position has significant scope for professional development. International travel opportunities may be available.

Please send your CV and covering letter explaining why you are suited for this position to Simone Awramenko at Acre using the e mail address unpri@acre-resources.com. Please attach your covering letter as a separate document, rather than in the email text. Closing date is the 23rd December and interviews will be held in January 2012.

For more information, please contact Simone Awramenko at Acre.