

# The Investment Association

## European Affairs Manager

Reporting to the Head of European Affairs

### About the Investment Association

The IA champions the UK investment management industry, supporting savers and investors through the productive allocation of capital and ensuring that business and projects have the finance they need to contribute to the modern economy. Our mission is to make investment better. Better for clients, so they achieve their financial goals. Better for companies, so they get the capital they need to grow. And better for the economy, so everyone prospers.

As a trade association, our purpose is to ensure our members are in the best possible position to:

- Build people's resilience to financial adversity
- Help people achieve their financial aspirations
- Enable people to maintain a decent standard of living as they grow older
- Contribute to economic growth through the efficient allocation of capital.

The money our members manage is in a variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs. Our 250 members manage £8.5 trillion of assets, accounting for 37% of the European total, and more than 113,000 people are employed, either directly or indirectly, in the industry in the UK. The UK is the second largest investment management centre in the world, after the US.

### About the Corporate Affairs team

The IA's Corporate Affairs team, led by the Corporate Affairs Director, is a high performing, sociable and dynamic team. We have a strong mix of domestic and international backgrounds and speak 8 languages between us. The team encompasses a Communications Team (which includes internal and external communications), a UK Government Affairs team, and a European Affairs team.

The team's role is to shine a light on the expertise within the organisation which we turn into materials to use for advocacy or communications with members and stakeholder audiences (primarily the media and policymakers) as well as helping to achieve the IA's strategic priorities.

The team has a key role in safeguarding and enhancing the reputation of the IA and provides a critical role internally and externally in leading and steering messaging on significant projects. We have regular exposure to the CEO and interact regularly with all IA policy teams who are actively involved in helping us shape and deliver the IA's objectives.

The team ethos is one of service - service to one another (we all muck in to help each other out); service to our IA colleagues (we help provide briefing materials for anything from media interviews, to meetings with senior stakeholders, to advising on messaging in policy documents) and most importantly, service to our members (everything we do must be of value to members and a big emphasis is given to delivering member satisfaction).

### Overview of the role

As the European Affairs Manager, you will be responsible for identifying and analysing regulatory and legislative developments within the European Commission, Parliament, and Supervisory bodies, and advising IA staff and members on opportunities for engagement with European policymakers. Primarily, this role is focused on interactions with European institutions to advance the IA's International and European Engagement Strategy, but you will need to be engaged with debates within international standard setters such as IOSCO and the FSB.

In this role, there are significant opportunities to represent the IA with other trade associations both within Europe and beyond such as the International Investment Funds Association. You will also be responsible for developing the IA's programme of events with international policymakers in conjunction with our Trade and

Investment team. The role is based in either Brussels or London, but will require regular travel between the IA's offices.

**Main duties:**

The main duties for this role include:

- Leading on the delivery of specific action points from the IA's International and European Engagement Strategy, with a particular focus on European institutions, as well as how the IA can shape the global policy agenda within IOSCO and the FSB.
- Credibly representing the IA with other trade bodies, think-tanks, and industry-leaders, both within the EU and beyond, ensuring the IA's policy teams have access to relevant decision-makers and are informed of developments in a timely way.
- Shaping the industry's narrative and messaging for use with key stakeholders that takes into account the international financial services agenda and leading the development of new advocacy materials that communicate the value of our industry for policymakers in a compelling way.
- Identifying and analysing emerging legislative initiatives in Europe and key international financial centers and helping to develop advocacy plans to ensure the industry's reputation and members' licence to operate is protected post-Brexit in the IA's target markets.
- Developing IA positioning on specific policy issues likely to affect member firms, and leading presentations to the IA's International and European Policy Committee, so it can oversee, plan, and react to those issues.
- Briefing senior IA staff ahead of meetings with representatives from the European Parliament, European Commission, and Member States, and supporting the delivery of the IA's programme of engagement within multilateral settings such as IOSCO/FSB and with the IIFA.
- Working with the IA's Membership and Events team to deliver an events programme, including an Annual Reception, policymaker roundtables, CEO dinners, and other briefings.
- Produce regular insights on political developments in Europe and key international financial centres for IA members that may impact the industry, with a particular focus on future-trends and upcoming activity.

**Skills and experience:**

**Qualifications:**

- Degree-level or equivalent, preferably in a field related to financial services or European politics.
- Fluent or native speaker in at least one official language of the European Union, preferably French, German, or Italian, as well as fluent in English to a good written standard.
- Good working knowledge of IT systems, preferably Microsoft and Salesforce or other CRM systems.

**Essential Experience:**

- 2 - 5 years in a professional work environment, preferably within a European institution (such as for an MEP) or in an organization with a close connection to financial services.
- A demonstrated ability to build, and maintain, a professional network of contacts alongside a clear appreciation of current affairs, global politics, and the macroeconomic environment.

- Experience in delivering regular updates on important developments, including analysis of proposals to help the reader understand the impact of the initiative on them.
- A proven track-record of working in a 'cross-organisational' way or with colleagues across different disciplines towards one combined objective.

**Desired Experience:**

- Experience working within a trade association or a membership body.
- Delivery of events, roundtables, or webinars on a specific project.

**Personal attributes:**

We are looking for someone to help our members navigate and understand the complexities of the post-Brexit landscape, and to ensure that our policy teams are best placed to deliver on their projects. We want someone who likes to take the initiative and try new ideas, but who is also not afraid to ask questions to ensure timely delivery of all their tasks. The successful candidate will have:

- Excellent communication skills – is articulate and concise with a good command of written and spoken English, as well as one other official language of the EU.
- Sound political judgement – can navigate complex issues and understand how a wider political environment might shape certain policy responses.
- A proactive and determined attitude – demonstrates a clear 'can-do' approach to their work and believes in the importance of ensuring that the team succeeds and well as themselves.
- A demonstrated attention to detail – is capable of reviewing their work to ensure it is to a high standard, is free of errors, and is delivered on time.
- A service mentality – understands the importance of managing different stakeholders whilst ensuring that the end result is in the best interests of all parties.

We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability.