

## The Investment Association/AREF Secretariat Associate

### About the Investment Association

“At the IA, we are committed to serving our members, embracing new ideas and striving for excellence. We are inclusive, considerate and act with integrity in all we do.”

The IA champions the UK investment management industry, supporting savers, investors and businesses in the UK, across Europe, and around the world. Our 253 members manage £9.4 trillion of assets and the investment management industry supports 113,000 jobs across the UK.

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 and society, so everyone prospers.

The money our members manage is in a wide variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs. 75% of UK households now use the services of our members. The UK is the second largest investment management centre in the world, after the US and manages over a third (37%) of all assets managed in Europe.

The IA seeks to be a world-class, values-driven trade association committed to being at the forefront of industry innovation, supporting members’ businesses, by delivering a positive policy and business environment for firms.

### About AREF

The Association of Real Estate Funds (AREF) is the body that represents the interests of its fund managers, those firms that advise and support them and the end customers that invest in our member funds.

Our membership includes over sixty funds spanning the leading real estate fund management houses in the industry, through to smaller, specialist boutiques, with a collective net asset value of over £64bn. We have more than fifty Affiliate members, a number of Associate members and hundreds of Investor members.

### Overview of the Role

The Secretariat Associate will support the team in providing secretariat support for various AREF committees (around 6 in number) and associated working groups. We would expect the incumbent to oversee updates to AREF’s Code of Practice and members confirmation of their compliance with the Code.



## Main duties in this role include:

- Plan for committee and working group meetings, including scheduling committee and working group meetings, drafting and agreeing the agenda with the chair, collating and distributing meeting papers and taking minutes or notes and circulating them after the meeting.
- In line with AREF policies and processes, coordinate the membership of the committees, including the annual review of committee members.
- Keep committees updated, on an ongoing basis, of activities by other committees, AREF or externally that is appropriate to them.
- Annually and in line with the agreed Corporate Governance Committee procedures, agree updates to the Code of Practice, prepare for signoff and manage the communication and self-certification submissions process from start to completion.
- Ensure the webpages for the committees are kept up to date.
- Work closely with the Head of Marketing and Events to help set the AREF events agenda, ensuring that the views of committees are appropriately represented.
- Ensure AREF's guidance for members is up to date and relevant, liaising with the appropriate committees to follow the correct practices and processes are used to update and publish the guidance.
- Attend ad hoc meetings and events on behalf of the AREF team, and answer ad hoc queries from members.

## Skills and experience:

- A strong understanding and a keen interest in the real estate fund management industry. Previous work experience or education in real estate would be beneficial;
- Ability to plan and prioritise important tasks and work to deadlines with accuracy, at times under pressure
- Ability to write well, with excellent spelling and grammar, and comfortable with minute taking
- Ability to articulate ideas well, and sufficiently confident to talk with senior people
- Being able to build and maintain strong rapport networks with members
- Proven attention to detail is essential
- A desire to learn from others
- Comfortable working with data and numbers
- Problem solving, flexible and forward thinking 'can do' mindset
- The ability to work collaboratively within a small team
- A good working knowledge of Microsoft Word, Excel and Outlook.

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.