

The Investment Association

Careers and Talent Associate (Scotland) – Investment20/20

Date: November 2022

Reports to: Reporting to the Director of Careers and Talent

Term: Part time 3-month FTC from early December 2022 to mid March 2023

About the Investment Association

The IA champions UK investment management, supporting British savers, investors and businesses. Our 250 members manage £8.5 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, so everyone prospers.

Our purpose is to ensure investment managers 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 wide variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs. 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.

ABOUT THE INVESTMENT20/20 TEAM

Investment20/20 is a multi-award-winning talent programme for the investment management industry, enabling enthusiastic and committed young people to start their careers in our industry. Our role is to widen the range of people who consider the industry as a profession and enable their access through our one-year trainee programme.

We are part of the industry's trade body, the Investment Association (IA) having formerly merged in 2018. Our industry champions diversity and inclusion at the top of the UK's biggest companies in our role as investors, and we also recognise our responsibility as employers to build a diverse investment industry that is fit for the future.

Overview of the Role

The Careers and Talent Associate will assist in the delivery of all careers outreach activity across schools, colleges, universities and our other partners in Scotland. The Careers and Talent team drive

all outreach activities, servicing our member firms and delivering volunteering opportunities and driving applications to Investment20/20 vacancies.



Main duties in this role include:

- Delivery of a targeted in-depth Scottish education engagement programme.
- Delivery of a pre-entry outreach, on programme engagement and post programme support across the Investment20/20 suite.
- Represent Investment20/20 to our members and work collaboratively with them to deliver our Scottish talent priorities.
- Building robust and collaborative working relationships with Scottish education stakeholders.
- Brief I2020 members on outreach events and ensure they have all information required
- Attend careers and talent outreach events in Scotland, representing I2020 and the sector
- Lead careers and talent events in Scotland, from origination to delivery
- Update Salesforce with all careers and talent outreach data related to Scotland, ensuring reporting systems are maintained and monthly reports are provided
- Build and manage relationships with schools, colleges and universities, working with them to identify and resolve any issues in relation to outreach bookings.
- Support other areas of the I2020 team when required.

Skills and experience:

- A passion for diversity and inclusion and interest in entry level talent landscape, reaching and developing young people.
- Excellent communicator that listens attentively to the different needs of our clients and is articulate and succinct both verbally and in writing, and capable of acting as an advocate of the business with all levels of seniority.
- A positive customer service ethic bringing vitality, integrity and a collaborative approach to work.
- Enjoys presenting to a wide range of audience from school students to industry professionals.
- An enquiring mind with a proactive approach to problem solving.
- Proven attention to detail is essential.
- Ability to plan and prioritise important tasks and work to deadlines with accuracy.
- Being able to build and maintain strong rapport networks with members and stakeholders.
- A desire to learn from others.
- Comfortable working with data and reporting, and using platforms including Salesforce and other use would be beneficial.
- Innovative, willing to suggest improvements to processes.
- The ability to work collaboratively within a small team and to contribute to the wider work of the Investment Association.

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.