Intern

Location: Central London (currently Monument)

Accountable to: Chief Executive

Remuneration: London Living Wage

Start date: As soon as possible

Duration: Temporary

About the Institute

More and more people want to use their capital in a way that benefits society and the environment as well as generating a financial return. At the same time, there are entrenched social challenges in the UK and around the world. The Impact Investing Institute is an independent, non-profit organisation which aims to make capital work better for people.

We have a wide, global network across financial services, social enterprises, businesses, government and regulators. In partnership with our dedicated volunteers, we work to get the message out and bring people together through information sharing, events, guidance, research, and specific partnerships and projects - all dedicated to addressing the barriers that prevent more money from having a positive impact on people and planet.

More information on the Institute can be found on the website: www.impactinvest.org.uk

The role

We see our intern opportunities as a way for you to gain insight into the impact investing space, broaden your skillset, impart your knowledge, learn from us and make valuable connections.

The intern roles are extremely varied and no day is the same. For the most part you will work closely with the Chief Executive but there is also opportunity to work across different areas of the Institute such as our work streams, comms/events and operations.

The ideal candidate will be a self-starter and a confident and effective communicator who is able to work with people of varied levels of seniority. As a small business, we work in a fast-paced environment so previous experience of this is a bonus.

Key Responsibilities:

- Close engagement with the Chief Executive, Sarah Gordon, providing briefing notes, attending meetings and following up on actions;
- Working alongside Sarah’s Executive Assistant to schedule and organise meetings;
• Managing Sarah’s LinkedIn page by keeping content up to date, responding to invitations to connect and managing requests for engagement with the Institute;
• Keeping the CRM up to date, ensuring all Institute engagements are logged, for the Chief Executive, Board Chairs and Lead Experts;
• Maintaining the Institute’s Events Calendar;
• Updating the resources log with content for the website;
• Ad hoc tasks from the wider team, offering support where needed.

Person Profile:

Essential Experience
• Experience of working in a business environment
• Experience in creating content and using social media

Desirable Experience
• Experience of using Dynamics 365
• Experience of working in a start-up environment and in a small team
• Knowledge of / interest in impact investing and/or financial services
• Experience of working with Boards

Skills, Abilities & Attributes
• A confident & effective communicator (written and verbal) who remains calm under pressure
• Excellent time management and organisational skills
• Self-starter, happy to take an idea or instruction forward independently
• Confident working with people of different backgrounds and levels of seniority and embracing of diversity
• Discretion and confidentiality
• High level of accuracy and attention to detail
• Excellent IT skills, in particular competent in the use of Microsoft Office 365 suite and MS Outlook.

Impact Investing Institute’s values

We look for colleagues who are committed to our values:

• Inclusiveness – the Institute is a welcoming place for practitioners, the public, volunteers and employees, which recognises and involves the voices of all involved in impact investment. It aims to have a diverse staff, Board and Advisory Council. It supports flexible working practices and, wherever possible, contracts for services from social enterprises.
• Independence – the Institute pursues an independent path in all its work, focusing on what is most useful to advance impact investing nationally and internationally, without regard to any one sector in the market. All the Institute’s output is available to other practitioners and the public.
• Integrity – the Institute’s staff, volunteers, Board and Advisory Council conduct their work and professional relationships with integrity, kindness and respect.

**Information to candidates and how to apply:**

Our interns are hired on a rolling basis.

If you would like to apply for an internship with us please submit a CV and short cover letter (no more than two sides of A4) outlining your suitability for the post to jobs@impactinvest.org.uk

**Please note:**

• *If you do not already hold the right to work in the UK and/or require sponsorship in order to continue working here, you should think carefully before applying.*

• *The Impact Investing Institute is committed to a policy of Equal Employment Opportunity and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.*