

Investment20/20 Trainee Job Description – Membership Support Trainee

The Investment Association

The Investment Association, otherwise known as the IA, is the trade body that represents UK investment managers. We are a membership organisation and have over 270 member investment companies. We promote UK investment management, which is the largest industry of its kind in Europe and the second largest in the world.

Programme information

You will join as a trainee as part of the Investment20/20 programme. While we can't guarantee a permanent position at the end of the 12 month contract, it is our intention to make the offer, but this is up to how well you perform. 75% of Investment20/20 trainees are offered permanent positions.

Our trainee programme will introduce you to investment management and you will gain industry knowledge, experience and develop relationships enabling you to progress your career and provide you with skills to secure a permanent role. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 200 trainees across the industry and participate in socials and insight events.

Our trainee programme is a fixed term one year contract paying £22,000 per annum. Full time employees receive 25 days annual leave, this will be adjusted depending on your start date. Your role will be based in London.

This is a programme intended to give you a breadth of knowledge and experience within the business to enable you to make informed decisions about where you would like to develop your career.

The Team

The membership team are client facing and act as a main point of contact for member firms of the IA and [Engine](#), the IAs FinTech Hub and Accelerator.

The team build rapport and maintain close relationships with members in order to best support their firm and the individuals within the firm. In addition to working with current members, the team also source new members and onboard them within the IA. In order to stay well informed it is of utmost importance for the membership team to have oversight of all key activities and workstreams at the IA and therefore to hold close relations with the various IA teams.

The Membership Support Trainee will gain invaluable experience of working within the leading trade body for asset and wealth management in the UK. You will learn all about the investment management industry as well as FinTech (Financial Technology) and the role it plays in the future of our industry. No day will be the same and you will be involved in a wide variety of workstreams that will develop your skill set and assist you in identifying the areas of the industry that are of most interest to you.

Engine

Engine is the IA's FinTech hub and accelerator. Engine is positioned at the cutting edge of innovation in financial technology and its mission is simple: to fuel the adoption of technology within investment management, for the benefit and changing needs of clients. We work with approximately 150 FinTech firms to open up tech-driven possibilities and solve the challenges faced by investment firms, both big and small.

We shape the investment landscape to ensure that our members are able to deliver the best outcomes for their clients who are individual investors or large institutions and businesses.

Job Purpose

To provide administrative, technical and marketing support to the IA membership and FinTech (Engine) team.

Responsibilities include:

- Working with the Membership and Engine team to support members and assist with the running of initiatives
- Attending member meetings and providing follow up communications
- Providing membership and Engine support in areas such as renewals
- Act as a point of contact for members and new members, helping to answer queries
- Look after access to the member's area of the website
- Working with training, events, digital marketing and the policy teams
- Creation of social media content and scheduling
- Assisting in the monitoring of email inboxes

Requirements

If you are a school/college leaver or graduate who has an interest in working within financial services and has the following attributes, we are interested in hearing from you:

- Excellent written and verbal communication skills
- High degree of IT literacy with the ability to pick up new skills quickly
- Accuracy and excellent attention to detail
- The ability to work collaboratively within a small team and to contribute to the wider work of the IA. A premium is placed on an open and friendly personality.
- Strong interpersonal skills and an ability to build rapport with internal and external customers.
- Hardworking with a strong work ethic and the flexibility to work outside of normal business hours / travel where appropriate.

How to apply

Please send a **CV and covering letter including your answers to the three questions below in 250-300 words each**. Apply via our recruitment email address: recruitment@theia.org

- Tell us about a financial technology news story that you found interesting and why?
- Tell us about a time you have shown care to another person
- Tell us what you view as your strongest skill/attribute and why?

Note: Your application must include the answers to all these questions.

Successful candidates will be asked for to be available for two virtual interviews.

Key dates

Start date ASAP

Online applications close 25 June 2021

Unsuccessful candidates will be notified by email.