

Trainee Marketing & Events Assistant

At Barings, we are as invested in our associates as we are in our clients. We recognize those who work diligently for us and reward them for personal and professional integrity, communication skills, distinct competencies and expertise in specific strategies, ability to collaborate as a team member and true dedication to the interests of our clients.

We thank you for your interest in joining the Barings team, and invite you to explore our current employment opportunities.

Barings Investment20/20 Placement Programme

As a Barings Investment20/20 trainee, you will be part of the 2021 cohort of four placements across departments in the business following a 12 month programme.

You will be getting involved in a range of tasks across your department so you really get a flavour of what it is your department does, and how they work with different teams to contribute to the overall success of the organisation. To help develop your understanding of how all our departments work together, during your placement you will be working with your group on a project to solve a business problem, which you will be presenting at the end of the programme.

You will be also part of the wider Investment20/20 trainee community, providing you with opportunities to network with other trainees across the industry and participate in socials and industry insight events.

What is Marketing?

The Marketing team at Barings is an integral part of the Global Business Development Group. They support client and customer acquisition and retention and drive brand awareness and affinity, through advertising, thought leadership, website, email, video, social media and targeted events.

What will I be doing?

You will receive on the job training and support from colleagues for the following:

- Provide support to the Head of Corporate Marketing in the planning and delivery of marketing campaigns to promote Sustainability and ESG to external audiences globally
- Provide support to European sales and marketing team members in the planning and delivery of investment strategy/product marketing campaigns across Europe
- Work closely with our Event Planners (based in the US) to coordinate virtual events, as well as in-person events based in our London office
- Maintain events calendar and communicate activity with relevant stakeholder
- Attend events when necessary, to assist with logistics and host attendees
- Build emails, registration forms/microsites, coordinate invitation lists and manage registrations
- Create and maintain briefing documents, project plans, budgets and reports
- Work closely with in-house Corporate Services, AV and IT teams on event needs
- Research, manage and negotiate with venues and suppliers
- Manage event branding, merchandise and onsite materials (e.g. name badges and attendee packs)
- Collaborate with colleagues in design, content and digital marketing to prepare marketing and event materials

Requirements

If you've just finished your A-levels or equivalent, are interested in working in Marketing, and have the following attributes, we would love to hear from you:

- Good project management skills, detail-oriented and ability to work to deadlines
- Word, PowerPoint and Excel – foundation level
- Self-starter, who uses their initiative and learns quickly
- Team player with strong written and verbal communication skills

How Do I Apply?

Please upload your CV **and a cover letter answering the below three questions** to our Workday portal:

- Why are you applying to us for this traineeship programme?
- What evidence can you give us that you are someone with exceptional levels of personal drive and determination?
- Tell us about the most interesting project or piece of work you have completed as part of your studies at either school or college. What did you have to do and what interested you most about it?

Barings is an Equal Employment Opportunity employer; Minority/Female/Age/Sexual Orientation/Gender Identity/Individual with Disability/Protected Veteran. We welcome all persons to apply.