

## Janus Henderson Investors Job Description

**Role:** Trainee, Media Relations (12 Month FTC)  
**Location:** London  
**Department:** Global Distribution - Corporate Communications

### The company

We are a leading independent global asset manager, dedicated to delivering the best outcomes for our clients through a highly diversified range of actively-managed products. We are truly global, supporting our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives. We build client trust by being dependably excellent in all things, and we put the client at the heart of everything we do. Our high-energy and collaborative culture at Janus Henderson helps our client achieve their goals and ensures that our people love the place they work.

### The department

The Corporate Communications function supports the overall business focusing on media relations, PR agency management, change & crisis communications as well as employee communications and social media. The team is global and operates with a start-up mentality within a large organization, always looking at new ways to implement innovative communication channels and educating colleagues how to effectively use them.

### Overview of the role

Your overall purpose as UK Media Relations Trainee will be to support the Head of Media Relations in generating positive media coverage for the company – predominantly in the UK, but also across Asia and Australia. This typically involves working in collaboration our PR agencies and the wider communications team, as well as authorized Janus Henderson spokespeople.

As part of the Corporate Communications team, you will also be able to work on ad-hoc projects such as helping organise media relations roundtables and conferences as well as sourcing content to share on social media channels and on internal communications channels.

### The Investment20/20 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.

### Duties and responsibilities

You will:

- Support the Head of Media Relations in generating positive media coverage
- Drafting written materials reflecting media interest in topical investment themes; such as releases, articles, comments
- Respond to incoming media queries in a timely way and relay to relevant JHI spokespeople

- Take ownership of specific topic-related media dinners
- Provide input into media training questions

- Work with colleagues from investments on proactive rapid reaction comment on economic or political issues
- Have input into thought leadership processes
- Support our social media and internal communications team with content ideas and campaign execution
- Carry out additional duties as assigned.

### Supervisory responsibilities

- No

### Technical skills and qualifications

- Excellent writing skills
- Creative approach to communications
- Understanding of social media

### Competencies required

In addition to putting clients first, acting like an owner, and succeeding as a team, the competencies for this role include:

- Self-starter/motivated
- Highly organized
- Strong team player
- Passion for the financial services industry
- Excellent communication skills

Ongoing competence in the role to be assessed, in line with applicable regulatory requirements, by:

- Annual performance appraisal
- Completion of all assigned compliance training
- Annual attestation (Knowledge and Competence in-scope roles only)

### Compliance requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first, act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if additional guidance is required
- Understand and abide by all Janus Henderson policies applicable to your role, and seek support/guidance of the policy owner guidance when required
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.

**We are an equal opportunity / affirmative action employer.** All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

---

FOR INTERNAL HR USE ONLY

Reporting line:	Sarah De Lagarde, Global Head of Communications
Job Code:	50044033
Date created/Revised date:	June 2021

<b>Entity</b>	<b>Regime</b>	<b>Function</b>	<b>Regulated</b>
N/A	Certification Regime	[E.g. Client Dealing/ Managers of Certified Staff]	No
N/A	Senior Managers Regime	[E.g.] SMF3	No
N/A	K&C (MiFID II)	N/A	No
N/A	FLSA (U.S. only)	N/A	No
N/A	AML Reg 21	N/A	No