



SENIOR EXECUTIVE OFFICER

The Ethical Finance Hub (EFH) aims to raise awareness of and undertake research into new ethical finance products and services and increase awareness of ethical and sustainable finance products for individuals and organisations, with a focus on expanding the Scottish market.

The aim is to help create a fairer, more inclusive and socially responsible financial system as well as improved environmental, social and governance performances of businesses.

Vision

To realise a financial system where integration of environmental, social, governance and faith-based values become the norm and not the niche.

Mission

To develop a platform to promote collaboration, research, innovation and growth in the ethical finance market enabling and encouraging stakeholders to make new connections and informed choices.

JOB DESCRIPTION

Location: Edinburgh (EFH office is located in Edinburgh Business School, Heriot-Watt Campus, Riccarton)

Remuneration: £55,000 – £65,000* per annum pro rata (*depending on experience). The role can be full time or part-time with a minimum of 3.5 days.

Term: One-year fixed term contract with the possibility to extend. The appointee will be engaged as a contractor.

MAIN RESPONSIBILITIES

The role will report to the Board and will require effective self-management and delivery of a range of developmental projects and client assignments across activity lines as noted on our website (<http://ethicalfinancehub.org/services/>). The role will also include full operational responsibility, including the management of budgets and resources.

Key responsibilities will include:

- I. To implement the agreed business plan and strategy of the EFH
- II. To update the three-year rolling business plan on an annual basis in consultation with the Board

- III. To liaise with key stakeholders and partners of the EFH and to manage these relationships and communications effectively
- IV. To identify new profiling and revenue-generating opportunities for EFH
- V. To effectively communicate the aims and achievements of the EFH at events and conferences
- VI. To oversee and manage the staff and external resources of the EFH
- VII. To manage the finances of the EFH and to oversee the annual budget
- VIII. To submit to the Board quarterly reports on the activities of the EFH
- IX. To ensure all regulatory and other relevant governance procedures are followed

ESSENTIAL EXPERIENCE

The candidate should have financial services knowledge and have experience of a position where they have delivered against/engaged in CSR, sustainability, ESG, agendas. The candidate will demonstrate the ability to work independently in a boutique environment. The candidate must have experience in:

1. Operations – they will have overall responsibility for the activities of the EFH and managing staff and resources, including budgets, external partners/consultants and promoting the EFH.
2. Stakeholder management – informing and engaging with developmental bodies and policy setters, plus positioning, winning, delivering and project management of consulting assignments and innovative projects.
3. Presenting – delivering seminars on topics related to thought leadership reports and representing the EFH at industry events.
4. Report writing – writing project/business plans, overseeing the delivery of market research, thought leadership and insight papers.

Subject to satisfactory performance and development of funding, the role may lead to extension of contract and a possible senior leadership position.

Interested candidates should email their CV to info@ethicalfinancehub.org along with a 300-word statement outlining their suitability for the role.

Deadline for applications: 30 October 2018