

Job brief: Investment Manager

Title:	Investment Manager
Salary:	£48,700 per annum
Reporting to:	Investment Director
Team:	Investment
Contract:	Permanent
Working hours:	Full time (37.5 hours per week)
Location:	Initially remote working with office arrangements for 2021 TBC (within Central London). Attendance will be required in Central London for meetings.
Starting date:	ASAP
Deadline:	9am Monday 22 March 2021

About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations.

In partnership with other funders we help our charities expand and we influence policy and decision makers so that all young people get the support they need.

About this role

The Investment Manager (IM) works as a part of the Investment Team to support charities to deepen their impact and scale their outcomes. This role works closely with Investment Directors and includes both charity-facing support and internal support to the investment team.

The IM uses analytical rigor, project management and relationship skills, to support a portfolio of amazing organisations that, together, will help shift the life chances and outcomes of young people from disadvantaged backgrounds.

Key responsibilities

Investment management

- Work closely with Investment Directors to support charity partners' in areas of leadership, impact, and sustainability, working towards leading specific work streams on impact management.
- Build trust-based relationships with charity leaders including delivery staff and Programme / Impact leads, to become a valued advisor on practice improvement.
- Work closely with members of the Impact team at charity partners to develop and refine impact management practices; data collection, dashboard development, performance review meetings, programme design and evaluation - providing guidance and thought partnership.
- Support Investment Directors with design and delivery of Impact strategy workshops, analysing charity impact data, developing and analysing pre-workshop surveys, developing facilitation materials, and coordinating logistics, and synthesizing outputs.
- Supporting Impetus' quarterly peer learning forums for our charity partners, in particular the Impact Forum. This includes relationship management with Head of Impact of charities, developing content for learning and discussion, facilitating forum meetings and all logistical support.
- Lead on benchmarking charity outcomes data against comparable external data. You will work closely with our Public Affairs teams to identify and secure external benchmarking data and lead on the analysis comparing it to charity partner performance.

Investment Team support

- Lead on key analytical projects internally including strategic modelling, analysis of financial and impact data. This includes distilling the insights from the analysis and developing a compelling narrative of the key findings and implications.
- Support the annual cycle of identifying new investments - mapping the landscape of charities in thematic areas (e.g Apprenticeship and Skills), identifying high potential charities through analysis of key impact and financial data and reviewing the current evidence base.
- Play key role in due diligence of new charities, reviewing charity information (quantitative and qualitative) and drawing insights about their suitability for investment. This includes considering impact and scale potential, financial

stability and developing a business case for investment including identifying risks.

- Developing knowledge and expertise in Education and Youth Employment staying up to date on relevant sector developments. This includes latest reports, evaluations, partnerships, awards, initiatives etc.
- Work closely with Public Affairs team and ensure teams are integrated in their thinking and approach. This includes ensuring charity work is informed by developments in the policy landscape and are positioned to benefit from them and that policy work is informed by the on the ground experience of our charities and their work with young people.

Cross team initiatives

- Support Impetus' public affairs and philanthropy objectives through input into case studies, research and policy campaigns;
- Share the learning from our work across the team, across the organisation and externally;
- Work within Impetus strategy, policies and procedures.

Person specification

- A commitment to Impetus' mission
- Highly analytical and numerate, with strong command of excel with modelling capabilities.
- Comfort with, and a talent for, strategic thinking; able to identify key strategic insights from a range of data outputs and translate into clear communication, including PowerPoint
- Previous experience working with charities. Could be in a previous role, pro-bono volunteer or Trustee capacity
- A strong interest in partnering closely with charities that are doing what it takes to get better
- Able to build productive, trust-based relationships internally and with external stakeholders including charity partners and co-investors
- Proven ability to work independently, and engage in substantive discourse
- Strong planning and time management, able to balance between priorities
- Displays tenacity and initiative
- Growth mind-set; seeks out and acts on feedback
- A commitment to equality, diversity and inclusion

Desirable

- Experience in consulting, or investment management.
- Experience in UK education and employability sectors
- Experience in charity impact management and/or evaluation
- Experience with scaling a venture/ project/ organisation

We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

How to apply

Please send your CV and a one-page cover letter telling us why you're applying for this role to recruitment@impetus.org.uk by 9am Monday 22 March 2021:

In order to complete your application please also complete our equal opportunities monitoring form:

<https://www.surveymonkey.co.uk/r/ImpetusRecruitmentEqualOppsMonitoringForm>

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

First round interviews will take place week commencing 5 April 2021

Second round interviews will take place on week commencing 12 April 2021

Due to the large number of applications we receive, it is not possible to write to you should you not be shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion.

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.