

**Communications Executive**

**(Contract)**

Based in the City of London

Salary £24k to £26kpa depending on skills and experience

We are currently seeking a Communications Executive to join us in our friendly Marketing department early March 2019.

This is a Maternity cover contract based in our City of London offices, which are within walking distance of a number of major railway stations and underground stations.

***You will be:***

* Producing high quality communications plans, which include cost-efficient, measurable and tailored content, to target agreed audiences, for a range of the Institute’s products and services as requested.
* Implementing the CISI’s communication schedules and where necessary present these to senior managers as often as necessary giving consideration to promotional plans and target market analysis.
* Assisting with creating data lists and reports for CISI communications activities and assist the wider Marketing and Communications teams on opt ins in relation to data/fintech regulation.
* Responsible for initiating and supervising the production of all content and promotional materials across all media (online and offline) for the identified specific products and services of the Institute, as required, to deadline.
* Proactively supporting the wider marketing team with communications outputs for CISI marketing projects.
* Proactively supporting the Head of Media with public relations and external affairs.
* Ensuring that the budget allocated to implement the communications schedule is adhered to, identifying any budgetary strains or competing priorities for spend. To bring this to the attention of senior managers while managing this cost effectively and making best use of available resources.
* Managing crisis communications for the Institute ensuring clear, approved, concise plain English messages to deadline
* Actively striving for and promoting engagement with CISI members through all channels.
* Contributing to cross-product Institute wide marketing initiatives as required and provide analysis of all external communications for future development of projects.
* Implementing the CISI’s social media strategy ensuring ROI across organic and paid for activity across all channels.
* Assisting the Assistant Director and Senior Web Development Manager with internal communications where necessary.

###### **You will need to be a self-starter with:**

* Relevant experience required of working within a marketing or communications capacity
* A flexible proactive, can do attitude, and able to work with little supervision
* Excellent inter-personal and communication skills
* Excellent organisation and planning skills
* Good IT skills including Word and Excel

**We offer a competitive remuneration package, which includes:**

* 7½% company contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
* A sports club subsidy
* 23 days leave, plus 3 days at Christmas

Please email your CV to Karen Dalton, Head of HR, at: [jobs@cisi.org](mailto:jobs@cisi.org)

[www.CISI.org](http://www.CISI.org)

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