

Head of Membership & Professional Standards (Assistant Director)

City of London

Salary: £57k - £65kpa per annum depending on experience
Plus £7.5% company pension contribution
After probation: travel allowance and option to work from home
Discretionary Bonus Scheme

A specialist professional body with offices across the globe we are recruiting a Head of Membership & Professional Standards (at Assistant Director level).

Reporting to the Global Director of Business Development and responsible for a team of seven, the job holder will have a key role in the strategic development and implementation of the CISI's global membership offering, as well as leading the continuing development of the CISI's key area of Professional Standards.

With excellent communication skills (both oral and written), the role holder will have experience of managing and leading teams and the ability to plan and prioritise a heavy workload, with excellent project management capabilities.

The role holder will also have excellent presentation skills and be able to engage and build effective relationships with a variety of internal and external stakeholders up to Board level. The role also includes working closely with the Institute's Membership, Integrity and Disciplinary Committees.

Ensuring our members continue to uphold the Institute's principles, you will be involved in the disciplinary process, and developing and leading the production of CISI's ethics and integrity related publications and e-learning products.

You will also oversee the ongoing development of the Member Services team, ensuring delivery of a relevant, industry leading and up to date continuing professional development programme for our members, which includes external keynote speeches and webinars as well as social events.

Experience of the Financial Services industry is preferred, but not essential.

We provide a wide range of benefits to our members, including conferences, (including webcasting and CISI TV), training; both in-house and bespoke, social dinners, and regional events and activities, which need to be delivered in the most effective way.

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
- After probation a travel allowance the value of which will depend on where you live, the number of days you work in the London office and the cost of your travel ticket, but is

likely to be worth between £2kpa to £4kpa, and the option to split your working week between the London office and home

- Life insurance and income protection insurance
- A sports club allowance
- 29 days' leave per annum (which includes three days at Christmas)
- After one year's service, private medical insurance cover

The offer of employment will be subject to full referencing including a credit check

Please send your CV to Karen Dalton, Assistant Director, HR at jobs@cisi.org

For more information on the CISI, please see our website at www.cisi.org

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.