



## **Summer Business Development Internship**

We are offering the opportunity to join us for a summer internship for 6 weeks between July and September 2024

Based in the City of London

Working 28 hours a week, Monday to Thursday

Salary £13.15 per hour

Applications close on Friday 12 April 2024

**We are looking for a pro-active and enthusiastic individual to join CISI in Summer 2024.**

You will be based at our City of London office, located in the 'Walkie Talkie' building at 20 Fenchurch Street, within easy walking distance of several mainline railway stations and close to Bank and Monument underground stations.

### **You will be:**

- Liaising with CISI members and students via email
- Helping to prepare presentations (PowerPoint) and talks for students
- Updating data bases (Excel)
- Assisting with content creation
- Conducting Research Projects into:

-How can we support students early enough to make the right career choices? What elements of our membership offering would be particularly useful to someone in the early stages of their career? What can help them to build a strong CV

-How can we promote membership to a younger generation through social media channels such as TikTok. What are other professional bodies doing? Who are the big players in the FinTok community?

### **Skills and knowledge you will take away:**

- Communication
- Time management and Organisation
- Advanced research skills
- Advanced presentation skills

### **We are looking for a candidate with the following skills and experience:**

- A degree (or currently attending University 2<sup>nd</sup> or 3<sup>rd</sup> year)
- An interest in Financial Services
- Basic/intermediate research skills and experience
- Basic/intermediate presentation skills

- A team player with a willingness to learn and an eagerness to commit to their projects.
- High ability to pay close attention to detail and creatively think outside of the box.
- A strong working knowledge of TikTok and other social media platforms.
- Good verbal and written communication skills.
- Time management and organisation skills.

Training and support will be provided to help you develop your skills and you will be working with a team of friendly people.

**Please email your CV with a covering email to**

**[jobs@cisi.org](mailto:jobs@cisi.org)**

**Applications without a covering email explaining why you are interested in interning at CISI, your earliest possible start date, and availability over the summer, will not be considered.**

For more information on the CISI, please see our website at [www.cisi.org](http://www.cisi.org)

*We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.*

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.

Its purpose is "[To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services.](#)"

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