



Copywriter

Based in the City of London and remotely

Salary: c.£28kpa to £32kpa, depending on your skills

Plus £7.5% company pension contribution

A travel allowance which has a minimum value of £2,500 per annum

Tuesdays and Thursdays office based with remaining hours completed remotely after probation

Discretionary Bonus

We are looking for a full-time copywriter with at least three years' experience to join our Marketing and Communications team.

Reporting to the editor, you will be responsible for:

- Raising awareness of the CISI's professional and widely regarded financial sector-related exams and membership offering globally
- Identifying and developing new story ideas in international markets
- Writing two digital articles per week, including features, profiles, event promotions and coverage, and softer focus pieces for the CISI members' magazine, *The Review*, amplifying the impact of CISI qualifications and membership
- Assisting with editing articles submitted by an external publisher
- Assisting with the production of *The Review* content across multiple channels and contributing to the CISI's thought leadership offering.
- Maintaining, developing, and building strong and effective relationships with existing key stakeholders
- Liaising both within the Institute and externally with representatives from governments, regulators, training providers, professional bodies and related agencies
- Supporting the CISI Marketing and Communications team
- Deputising for the editor in their absence

You must be a self-starter with:

- Excellent writing, editing and communication skills, with strong attention to detail
- Energy, personal stature and interpersonal skills to represent the Institute and maintain relationships at all levels
- A proven track record of working successfully in an editorial or copywriting role
- A proven track record of delivering engaging content
- Excellent organisational skills and comfortable working in a collaborative environment
- IT skills – Word, Excel and PowerPoint
- 3 + years' relevant experience, ideally in the financial services sector
- Knowledge of or experience with digital content management systems

We offer a competitive remuneration package, which includes:

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A Wellness Allowance of up to £30 a month
- 26 days leave per annum (which includes three days at Christmas)
- A travel allowance after passing probation which has a minimum value of £2,500 per annum
- The option to split your working week between working remotely and in the London office after passing probation
- After one year's service, private medical insurance cover, and annual travel insurance cover

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

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equity, 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 43,500 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

Our 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.*"

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