



Head of Education Development

Based in the City of London and remotely

Salary £45kpa to £50kpa depending on experience

Plus £7.5% company pension contribution

After probation: travel allowance and option to split your working week between working from home and in the London office

Discretionary Bonus

We are looking for an experienced Account Manager/Client Relationship Manager to head up our Education Development team and lead our work in the area of pre-employment education within the UK.

As the leading professional body for securities, investments, financial planning and wealth management, our qualifications and financial education initiatives are delivered in schools and universities.

Reporting directly to the Assistant Director, Education and Financial Planning, you will be responsible for developing and maintaining relationships with the education establishments who currently work with us, finding new organisations for us to work with and other opportunities to expand our work in this area.

You will also be:

- working with our Education Trust, presenting papers to its Board and a key participant at its meetings, as well as line managing a small team
- leading the implementation of the strategy and new global initiatives

We are looking for someone with energy and enthusiasm, sales experience and experience of delivering exceptional proactive account management.

In order to have the breadth and depth of experience to undertake this role you will have substantial relevant experience, and be able to demonstrate the following:

- A proven track record of developing business opportunities, and building and maintaining strong and effective working relationships with clients
- Evidence of managing projects with multi stakeholders
- The personal stature to represent the Institute
- The ability to deliver effective presentations
- Experience in writing and delivering Board papers
- Line management experience

- Some experience or exposure to building programmes and developing skills for graduates entering employment, would be useful

The nature of this role means that you may be required to travel within the UK.

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 sports club allowance
- 28 days leave per annum (which includes three days at Christmas)
- A travel allowance after passing probation and option to split your working week between working from home and in the London office
- 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 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."*

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