



Insight Executive **(Part-time 16-20 hours a week)**

Based in the City of London and remotely

Salary: c.£14kpa to £18kpa, depending on your skills and the hours you work
(£30kpa - £36kpa full time equivalent)

Plus £7.5% company pension contribution

A travel allowance

We offer the option of flexible hours and hybrid working after probation.

Tuesdays are office based and ideally Thursdays, with remaining hours completed remotely

Discretionary Bonus

We are looking for a part-time insight executive to join our Marketing and Communications team. We are offering a part-time contract of between 16 – 20 hours per week. There is flexibility in how you work your hours, with the option of hybrid working after probation. Tuesdays will be office based and ideally Thursdays, with remaining hours completed remotely.

The Insight Executive will be responsible for data interpretation and behavioural analysis across multiple channels, and identification of trends in the financial services sector, building a solid foundation on which to make suggestions for content.

This insight coupled with a strategic approach to digital data will help inform the Marketing and Communications team's strategy and content for the CISI members' magazine, *The Review*, and other channels.

Reporting to the editor, you will:

- Conduct reader research to provide insights into reader sentiments on key trends and present the results to the editor and The Review Editorial Panel, advising on future content creation.
- Provide key insight from internal and external sources to inform content and business decisions
- Use data tools and research to answer key business questions
- Advocate for CISI members through content selection
- Work collaboratively with colleagues across the Marketing and Communications team, IT, and other departments
- Be able to pull together multiple data sources to create a coherent story or outcome
- Work with the UX team to present CISI content in a digestible and coherent way
- Track content to provide management information
- Have excellent communication skills, both written and verbal

You must be a self-starter with:

- Energy, personal stature and interpersonal skills to represent the Institute and maintain relationships at all levels

- A proven track record of working successfully with corporate clients
- A proven track record of delivering results against KPIs and deadlines
- Excellent organisational skills
- Strong analytical skills and a thorough understanding of Excel, MS office packages and MS Power BI
- The ability to interpret data in such a way as to enhance the CISI membership offering and to present results to The Review Editorial Panel
- 5 + years' relevant experience
- Experience ideally gained in the professional services sector

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 pro-rata for part-time and the institute closes for three days between Christmas and New Year.
- A travel allowance after passing probation which has a minimum value of £2,500 per annum (pro rata for part-time)
- After one year's service, private medical insurance cover, and annual travel insurance Cover (pro-rata for part-time)

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