



## **Membership Framework & Standards Executive**

(Contract role to cover maternity leave – 12 months)

Salary £30,000 to £33,000 per annum depending on skills and experience

Plus £7.5% company pension contribution

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

The option to split your working week between working from home and in the London office

Discretionary Bonus

Do you have experience in managing disciplinarys and maintaining professional standards within an awarding body or other professional organisation? This 12-month contract may be the perfect fit for you.

You will be:

- Supporting the management of the disciplinary process, which includes receiving and investigating complaints, coordinating the internal review of disciplinary declarations by members and sourcing relevant information directly with members themselves.
- Manage the tracking and status process for disciplinary cases, providing insightful management information to senior management and coordinating the internal review stage of the process
- To provide administration support to the Disciplinary Panels including attending hearings to compile detailed minutes, support the production of quarterly updates to the Disciplinary Committee and attend the Committee meetings.
- To monitor and undertake the review of the misuse of designatory letters to maintain the CISI professional standards.
- Monitor and maintain the CISI's Membership Recognised Qualification list and offer guidance to customer support where required.
- In addition, employees are required to carry out any other duties as may reasonably be required

We are looking for a candidate with:

- Strong planning and organisational skills
- Communication skills and experience liaising with customers or members
- Excellent time management skills, and ability to work independently to strict deadlines
- IT skills – word, excel, and familiarity with databases
- An excellent standard of written English

You will also have:

- As a minimum, A level or level 3 qualification or equivalent level of education.
- 2-3 years of work experience in the disciplinary or professional standards field
- Work experience within an awarding body (preferred, not essential)

**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
- 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 from home and in the London office after passing probation

**Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at [jobs@cisi.org](mailto: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.*

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