

Production Apprentice

Based in the City of London and remotely

£22,707 per annum

Plus a travel allowance of £2,500 per annum

Hybrid working arrangements

£7.5% company pension contribution

With appropriate on the job training, supervision and guidance to work as part of the Global Learning Team to deliver digital learning resources to support the CISI's business objectives. This is a perfect role for someone looking to kickstart their career in workbook production and digital content with a leading membership body in the education sector. As an apprentice, you will receive training to fulfil your daily tasks and be supported by the Senior Manager – Production and other members of the team.

Role Overview

This role will be working within the Learning Resources Team to continually improve workbooks (hard copy and digital) and user experience. You will be tasked with a range of activities, such as:

- helping to support the delivery of the organisation's learning resources
- contributing to the delivery of the team's agreed objectives
- participating in relevant workbook and digital projects that support the delivery of the CISI's strategic business plan
- quality assuring all digital projects
- assisting in the creation of exciting and dynamic digital content for workbooks
- supporting the creation and ongoing development of learning material and content
- undertaking any other duties and responsibilities appropriate to the post.

Experience and Qualifications:

- Ability to learn digital procedures and policies.
- Experience in the use of a range of software packages, including Word, Excel, PowerPoint and any digital book software.

Skills & Attributes:

- Good oral and written communication skills.
- Good organisational skills with an ability to manage own workload and priorities in order to meet deadlines and respond to changing priorities.
- Good interpersonal skills with the ability to deal with users and colleagues with courtesy, tact and sensitivity.
- Able to prioritise a workload and focus on necessary tasks.
- Ability to work as part of a team and a flexible approach.
- Ability to be creative and innovative, enthusiastic, think ahead and use initiative.
- Ability to produce work of a high standard with a high level of attention to detail.
- A positive 'can-do' attitude.
- Demonstrate a keenness to learn and take direction.

Desirable:

- Understanding of digital learning platforms.
- Knowledge of Adobe Creative Cloud Apps, including InDesign, Photoshop and Illustrator.
- Willingness to work independently and try out new ideas.

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
- A Wellness Allowance of up to £30 a month
- 25 days annual leave and additionally the Institute closes for three days between Christmas and New Year.
- A travel allowance which has a value of £2,500 per annum
- Hybrid working arrangements.

[Please apply here!](#)

Candidate Adjustments

At CISI we encourage applications from a neurodiverse workforce so please do reach out to HR@cisi.org to discuss reasonable adjustments if required.

Our London office is open plan with agile desk booking; however, we are able to arrange reasonable adjustments for candidates that require a fixed working space.

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