

Professional Forums Events Executive

Based in the City of London and remotely

Salary £26,000 - £30,000 depending on experience

Plus £7.5% company pension contribution

A travel allowance 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

Discretionary Bonus

We are looking for a Professional Forums Events Executive who will be coordinating events for our members and committee meetings for specialist groups. These events enable professionals to meet with others in the same sector and are a key benefit for our members.

This is a varied job where you will be:

- Responsibility for the logistics of up to 40 events a year
- Sourcing and booking speakers
- Attending and minuting committee meetings, and following up action points that arise from these meetings
- Providing a high level of customer service to all members attending the events
- Communicating and supporting the work of the committees and their Chairs

The following skills and experience are required which you may have gained through voluntary activities or paid employment:

- Excellent communication and inter-personal skills
- The ability to organise and plan multiple events at the same time
- Attention to detail
- A flexible attitude and able to work to deadlines
- IT skills - Word, Excel and PowerPoint skills
- 1+ years' experience in events (preferable, not essential)

Please also let us know in your application if you have experience of preparing agendas and papers for meetings, writing minutes and arranging events.

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 from home 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 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.

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