

JOB SPECIFICATION

INVESTMENT DIRECTOR

MARCH 2017



INVESTMENT DIRECTOR

SALARY

£50k - £70k per annum
(depending on experience)

LOCATION

London, EC4

RESPONSIBLE TO

Chief Investment Officer

CONTRACT TYPE

Permanent, full time



About Big Society Capital

Big Society Capital's mission is to develop a sustainable social investment market in the UK, so that charities and social enterprises can grow their positive impact on society. We invest to increase access to social investment for charities and social enterprises so they can continue improving the lives of vulnerable and disadvantaged people in the UK.

Big Society Capital is a globally unique organisation, set-up in 2012 to be a champion of social investment and a social investor itself. In its first 5 years, together with its co-investors, Big Society Capital has helped over £467m of capital reach more than 400 different charities and social enterprises. It has also played a major role in improving the enterprise, investor and policy environment in which social investments are made.

Big Society Capital's task is still just beginning, however. The next few years will see opportunities to build on what has been achieved so far, to grow the use of social investment in the areas where it can work, to make it as relevant as possible to social organisations, charities and social enterprises, and most importantly of all, to measure and scale the positive impact created through social investment.

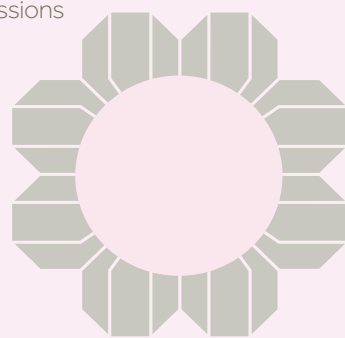
Key purpose of role

Help create lasting improvements in people's lives by identifying socially impactful and financially viable investment opportunities through working closely with Big Society Capital colleagues, sector experts and intermediaries. Help more social enterprises and charities to find appropriate social investment by raising awareness of where opportunities exist. The Investment Director will do this primarily by taking responsibility for deal execution, from idea origination and due diligence through to legal documentation and closing, as well as portfolio monitoring and management. Given the early stage of many investment proposals, the Investment Director will often be required to take a more collaborative approach to building proposals as well as assessing them.

Ultimately, Big Society Capital is a lean, nimble organisation, and you are encouraged to build a role for yourself. Social investment continues to grow in the UK, and at Big Society Capital you will have the opportunity to influence the development of it.

Key Responsibilities

- Identify, develop and deliver new investment opportunities. Work with prospective intermediaries. Establish that the applicant has a good understanding of the responsibilities they are taking on and that they believe that the investment Big Society Capital may be making is appropriate for them
- Lead investments, including analysis of eligible investment proposals, undertaking detailed due diligence, applying rigorous analytical techniques, and stress testing business plans to assess investment opportunities, from both a social impact and financial return standpoint
- Prepare papers that include investment recommendations for Big Society Capital's Investment Committee
- Negotiate legal documentation and close transactions
- Work closely with social investors to help them evidence their social impact – including impact performance monitoring plans and incorporating Big Society Capital's Outcomes Matrix
- Monitor, evaluate and manage the financial and social impact performance of investments on an ongoing basis
- Support Big Society Capital's role in championing social investment by raising awareness of social investment to external stakeholders; including presenting at conferences, speaking to investors etc.
- Take the lead within Big Society Capital for building expertise on specific social issue(s) and/or design and scale specific social investment products, e.g. retail charity bonds, social impact bonds, crowd funding
- Train and mentor Investment Associates; may be called upon to provide training sessions





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About You

We believe that successful organisations are purpose driven, performance orientated and principles led. The following five organisational values have become our 'guiding beacon':

Purposeful

We are passionate and energetic in our work to bring about our long-term vision of a thriving social investment market that enables positive social impact.

Pioneering Spirit

We give our team the autonomy and flexibility to be entrepreneurial and creative. We have the courage to push boundaries and have a restless drive for change

Openness

We listen, learn, experiment and collaborate. And we are adaptive and flexible in responding to what we learn.

Rigorous

We take a rigorous approach in all we do. We expect the highest standards and continually strive for excellence.

Respectful

We are genuine in both our approach and aspiration. We value each member of our team and our partners for what they bring.

We are a diverse organisation with employees from a range of backgrounds that seeks to reflect and represent the range of experiences within UK society. Big Society Capital is looking for a highly motivated individual that will share our values, can demonstrate the behaviours that will enable our organisation to succeed, and will be able to bring the following range of experience and skills:

EXPERIENCE

ESSENTIAL

- Experience of detailed analysis and decision making
- A strong background in business analysis (such as strategy consulting, venture capital or investment banking) in either the private, social or public sector.
- Deal execution skills including comfort with negotiating legal documentation
- Experience of managing people, leading teams and forming collaborative partnerships
- A passion for, and demonstrable commitment to Big Society Capital's social mission and the UK social sector

DESIRABLE

- Social investment background
- UK social sector employment or voluntary experience
- Strong investment experience
- Proven project management skills
- Experience of operating at, working alongside, and presenting recommendations to either executive or board levels within organisations

ATTAINMENTS

- Computer literacy especially Excel
- Bachelor's degree or equivalent

SPECIAL APTITUDES

- Self-starter able to build relationships and source investment ideas to address social issues
- Ability to process and break-down investment proposals; analysing social impact, risk and return to make a decision on whether an investment is suitable given Big Society Capital's objectives
- Ability to work closely with investees' teams and develop relationships to enable successful monitoring of investments made
- Ability to work closely as part of a team with exceptional influencing and interpersonal skills
- Strong verbal and written communication skills

THINKING STYLE

- Structured thinker able to deal with complexity and uncertainty
- Strategic, innovative and creative





INVESTMENT DIRECTOR

Benefits of working for Big Society Capital

We will ask a lot of successful candidates – but in return working life at Big Society Capital offers:

- The privilege (and responsibility) of working in a globally pioneering organisation, backed by a substantial balance sheet
- The chance to work with exceptional colleagues, who both lead by example but also provide a source of support and encouragement
- A place where we strive to make things happen and seek to break new ground
- The opportunity once proven to sit on corporate and advisory boards of investees and partner organisations
- Formal training and learning opportunities
- Salary and benefit package that is very competitive within the UK social and public sector, and that includes contributory pension plan, health insurance, child care voucher scheme and other benefits.

How to Apply

Application is by covering letter (max 2 pages) and CV clearly stating where you saw the advert, sent to:
jobs@bigsocietycapital.com

Closing date for applications:
09:00 on Monday 10th April 2017

Big Society Capital is an equal opportunities employer

