

**JOB SPECIFICATION**

INVESTMENT ASSOCIATE

MARCH 2017



## INVESTMENT ASSOCIATE

**SALARY**

£40k - £55k 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.

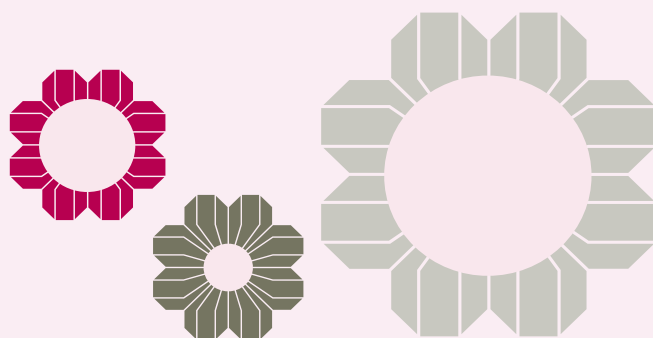
## Key purpose of role

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 Associate will do this primarily by assisting in deal execution, from idea origination and due diligence through to legal documentation and closing, as well as portfolio monitoring and management.

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. Given the wide range of skills required in social investment, you will be given a range of training opportunities; such as social enterprise, legal documentation and financial analysis courses.

## Key Responsibilities

- Assist with prospective 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
- Help to negotiate legal documentation and close transactions
- Help identify and develop 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
- 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.
- Build expertise on specific social issue(s) and/or design and scale specific social investment products, e.g. retail charity bonds, social impact bonds, crowdfunding





## INVESTMENT ASSOCIATE

### 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 background in work experience relevant to Big Society Capital objectives (such as social enterprise, finance and consulting)
- A passion for, and demonstrable commitment to Big Society Capital's social mission and the UK social sector

#### DESIRABLE

- Proven project management skills

### ATTAINMENTS

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

### SPECIAL APTITUDES

- Ability to process and break down investment proposals; analysing social impact, risk and return
- Ability to work closely as part of a team with exceptional influencing and interpersonal skills
- Self-starter able to build relationships to source investment ideas to address social issues
- Strong verbal and written communication skills
- Hunger for continued learning and development

### THINKING STYLE

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





## INVESTMENT ASSOCIATE

### 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](mailto:jobs@bigsocietycapital.com)

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

Big Society Capital is an equal opportunities employer

