

**INVESTMENT COORDINATOR, Part-time**

Creative England and the Creative Industries Federation joined forces in 2020 and are now part of the Creative UK group. We are the network for the Creative Industries, and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy to build prosperity and bring communities together. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.

We have an exciting opportunity for an Investment Coordinator to join a dynamic and fast paced Investment team. [The Creative Growth Finance Debt Fund](#), in partnership with Triodos Bank UK, is a £24 million fund providing vital scale up finance to the UK's most promising creative businesses.

This is a unique role for a highly motivated candidate with relevant previous experience. The role itself is broad ranging. Reporting to the Head of Investment, you will be responsible for providing an effective operational and administrative function to the delivery of complex and innovative investment programmes. You will be a comfortable multi-tasker with excellent attention to detail and excel skills.

This role is core to keeping our busy investment function on track, working against a clearly defined process, workflow and keeping the team up-to-date with progress reports. You will be accountable for compliance against this workflow, really ensuring it is carried out and embedded across all functions.

The ideal candidate will be a strong communicator, have experience of providing high quality administration including some aspect of working with small businesses. You will be able to demonstrate knowledge, interest in the investment landscape and have the drive and ambition towards learning new skills.

If you can demonstrate excellency in administration, confident communication skills to liaise with the wider creative sector, and an ability to provide an exceptional support service to our team of experts then Creative UK would like to hear from you!

**LOCATION:** Bristol\*

**CONTRACT:** Flexible, min 2.5 days per week, initial 1-year term, preference for April 2021 start date.

**SALARY:** £25k FTE

**TO APPLY:** Email [jobs@creativeengland.co.uk](mailto:jobs@creativeengland.co.uk) by 22<sup>nd</sup> March 2021 midday. First interviews will take place by VC w/c 29<sup>th</sup> March 2021

*\*location flexible for the right candidate subject to regular monthly attendance to Bristol office*

**KEY DUTIES & ACCOUNTABILITIES**

- **Investment operations:** Monitor and manage on daily basis
- **Workflow and investment process:** Ensure all administration is carried out in accordance with the approved process
- **Lead on the monitoring process:** Liaising with previous clients, ensuring business information is submitted on time to report back to BEIS quarterly.
- **Coordinating team activity:** Oversight of the status of all applications, joining the dots and keeping the team up to date on each other's work

- **Investment due diligence** required ad-hoc: Reviewing application from clients, carrying background checks, researching companies, along with ad-hoc recoupment work; chasing clients for missed payments and ensuring reports and spreadsheets are up to date.
- **Marketing content:** Maintaining content spreadsheet, generating content for an Investor newsletter and sourcing and generating invested company stories
- **Accurate records:** maintenance of all investment transactions, ensuring files, tracking spreadsheet and our online application system is kept up to date
- **Investment panels and committees:** Arrangements where necessary and working with the Legal Affairs Officer to ensure suitable cover to take minutes.
- **Coordinate, compile, and write** reports for company stakeholders and executive management where required
- **Refine and systemise our operations:** Supporting the team to help and championing effective ways of working
- Ensure all statutory requirements are met in relation to compliance, reporting and GDPR

#### REQUIREMENTS:

##### EXPERIENCE

- Knowledge and demonstrable experience working in a similar fast-paced administrative role
- Experience working across compliance and operational processes
- Knowledge and experience of working with small businesses, particularly in creative sector\*

##### SKILLS

- An excellent communicator: able to build relationships and work well with internal and external stakeholders
- Capable in the use of standard Microsoft Office applications: CRM Dynamics, Word, PowerPoint and Excel
- Strong attention to detail and deadlines
- Ability to respect confidentiality of information

##### CHARACTERISTICS

- Driven and passionate about what you do
- The ability to liaise with and support creative people with varying degrees of experience.
- A proactive approach: the ability to exercise effective judgment and use own initiative.
- Comfortable working in a small fast paced team able to manage multiple workstreams

\*desirable

##### BENEFITS:

We ask a lot of our employees, which is why we look after you in return. For more information on our people perks get in touch.....Here are a few tasters!

**Flexibility:** Feel free to skip the commute and hit your deadlines from home, occasional Bristol trips will be required

**Location:** On the days you may be in the office, get here quickly thanks to our accessible office locations in Bristol, Manchester or London with access our Cycle2Work scheme.

**Holidays:** 25 days annual leave (FTE) + bank holidays + Summer Fridays (3pm finish July-August)

**Dress:** Bring your whole self to work, be comfortable, be you!

For more information please visit [www.creativeengland.co.uk](http://www.creativeengland.co.uk)