

Officer, Environmental Issues, ESG Engagements

Location: London

Duration: 1 year renewable contract

Start date: May 2017

Remuneration: £27k

About the PRI

The PRI is the world's leading proponent of responsible investment. It works to understand the investment implications of environmental, social and governance (ESG) factors and to support its international network of investor signatories in integrating these factors into their investment and ownership decisions. The PRI acts in the long-term interests of its signatories, of the financial markets and economies in which they operate and ultimately of the environment and society as a whole.

The PRI is truly independent. It encourages investors to use responsible investment to enhance returns and better manage risks, but does not operate for its own profit; it engages with global policy makers but is not associated with any government; it is supported by, but not part of, the United Nations.

Job description

This is an opportunity within the ESG Engagements (ESGE) team, which is responsible for coordinating collaborative investor activities on ESG issues with invested companies. The role will provide support for PRI coordinated collaborative engagements on environmental issues, including those focussed on deforestation-linked commodities and water risk in supply chains. Up to 20% of the role will also include providing general operational, communications and administrative support to ensure the smooth operation of the ESG Engagements team.

Core Responsibilities:

1. Provide support for PRI coordinated engagements on environmental issues on deforestation-linked commodities and water risk, as well as new ESGE initiatives on environmental issues, as and when they arise. This will include:

- Organising/participating in calls with relevant investor groups
- Drafting call notes
- Analysing progress of the engagement projects against an agreed framework
- Drafting reports for internal use by relevant investor groups
- Conducting research on company practices
- Analysing research results
- Editing reports for external audiences
- Attending relevant events
- Managing signatory queries as needed, and acting as a point person when relevant team members are travelling

PRI Association

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- Ensuring accuracy and completeness of project related information on Salesforce
 - Managing the content of private online working spaces for relevant investor groups, and assist signatories to resolve any technical issues they might encounter
 - Other ad hoc tasks as required
2. Support operations and communications for the ESGE team (up to 20%). This may include responsibilities such as:
- Tracking quarterly reporting and team statistics
 - Supporting preparation of quarterly KPIs and board reports, and future team success measures
 - Create and run Salesforce reports to meet the ESGE team's needs
 - Develop lists of signatories for outreach activities
 - Update ESGE materials on at least a monthly basis (website, team presentation, relevant brochures)
 - Draft the team's quarterly signatory newsletter
 - Proactively support improved internal communications by developing ideas and suggestions for how to better communicate internally and keep other teams up to date on ESGE work
 - Provide training to the team on new systems as they emerge

Requirements:

ESSENTIAL

- Educated to degree level (or equivalent) in a relevant discipline
- Fluency in spoken and written English. Ability to draft written materials to a professional standard with minimal review
- Excellent verbal communications skills
- Proactive attitude
- Motivated by the mission of the PRI, interested in environmental issues as they relate to companies and investors
- Reasonable exposure and familiarity with web technologies and common technology platforms. Strong experience of relevant IT systems (e.g. Excel, Word, PowerPoint, Salesforce, WebEx, HTML)
- Strong attention to detail
- A confident & professional manner in dealing with senior business professionals
- Ability to learn quickly
- Diplomacy, tact, and ability to work well in teams
- Willing to occasionally take notes of conference calls in different time zones outside normal working hours
- Must have the right to work in the UK

DESIRED

- Understanding of responsible investment and shareholder engagement activities
- Relevant experience in administrative and coordinative activities will be viewed positively
- Relevant knowledge of deforestation and / or water issues as they relate to the private sector
- Fluency in an additional language relevant to the financial markets

All candidates must have eligibility to work in the UK without visa sponsorship. While every effort is made to contain the needs of the role within the usual working day, there will be an occasional need to work outside of normal working hours owing to the international nature of the organisation.

To apply for this role please send a resume with cover letter to careers@unpri.org.