

Job Title: Communications Specialist	Reports to: Head of Marketing
Department: Marketing	Location: London/Hybrid

Premier Miton Investors is a UK based asset management firm with £12.8 billion of assets under management (March 2022) in a broad range of investment products, with offices in London and Guildford.

We are looking for a Communications Specialist to join our Marketing Team reporting to our Head of Marketing. Premier Miton operates a hybrid working environment with a minimum of two days office based and the balance working from home. We are looking for candidates who would consider this role either on a part time (three days a week) or full time basis. We are happy to accept applications from those interested in either a fixed term contract or permanent appointment.

The successful candidate will be responsible for organising and hosting a high level of engaging content for our clients, including investment professionals, institutional investors and retail consumers, helping to positively position Premier Miton as a very good communicator of relevant investment stories, positively reflecting our purpose to actively and responsibly manage our clients' money for a better future, and playing an important role in building greater awareness and familiarity of our investment strategies and products, and increasing the propensity of investors to use our investment strategies. Multiple content channels to include video, podcasts, webinars, articles and social media.

If you are interested in the role, please send your CV (together with details of current salary) to:

Emma Burgess, HR Associate

HR@premiermiton.com



Premier Miton's purpose and values

To actively and responsibly manage our clients' investments for a better financial future

Dedicated

Passionate

Responsible

Independent

Collegiate

Principal Responsibilities / Deliverables

Responsibility	Associated Tasks / Deliverables
Planning	<ul style="list-style-type: none"> • Work with the marketing, business development and investment teams to develop a programme of regular and other content covering our different investment strategies and services, including quick reaction comment on market events • Appropriate preparation of guests/presenters for content broadcasts, for example pre-agreeing questions, key points and format • Identify opportunities for continuous improvement of our content and content plans, including working with relevant third party agencies
Hosting	<ul style="list-style-type: none"> • Act as host for videos, podcasts, webinars and other media, interviewing internal guests/presenters including fund managers and other subject matter experts and external “guests” • Work with content authors and guests to help them deliver engaging content
Content creation	<ul style="list-style-type: none"> • Act as a content author, using superior writing skills, including writing articles in association with fund managers and other subject matter experts • Work with marketing and compliance team to organise relevant approval of content • Focus on planned and timely ad hoc content, including reaction based comment on current news
Reporting & measurement	<ul style="list-style-type: none"> • Work with the marketing team and relevant third parties to create and use data analysis of content programme to make better decisions about future content • Provide timely, relevant feedback to content authors and guests/presenters to keep them properly informed and to identify opportunities to improve our content in the future
PR	<ul style="list-style-type: none"> • Assist in the management of Premier Miton’s PR activity including liaising with the marketing team and third party agency on the planning and drafting of press communications, including press releases, reactive and proactive comment, and articles.

Responsibility	Associated Tasks / Deliverables
Individual Conduct	<ul style="list-style-type: none"> Act with integrity. Act with due care, skill and diligence. Pay due regard to the interests of customers and treat them fairly. Observe proper standards of market conduct.

Education, Experience, Skills and Abilities, etc.

	Essential / Desirable
Education / Qualification <ul style="list-style-type: none"> 5+ years of related professional experience 	E
Experience / Knowledge <ul style="list-style-type: none"> Strong understanding of the investment management sector/experience working in the investment industry Experience of digital broadcasting media, for example videos and audio Experience working in a collaborative way, including with internal and external contacts to ensure content reaches a high standard and is delivered on time 	D E E
Skills <ul style="list-style-type: none"> Very good writing skills & professional writing experience Very good oral communication skills Good attention to detail Persuasive skills and ability to use evidence to support proposals Able to quickly develop a good understanding or organisational culture Good IT skills Alignment with Premier Miton's values: dedicated, passionate, responsible, independent and collegiate 	E E E E E E E
Characteristics <ul style="list-style-type: none"> A diplomatic manner when dealing with colleagues, senior management and third parties; listens carefully and deploys sensitive presentation and influencing skills to establish credibility Maintain absolute integrity and confidentiality; is trustworthy, honest, credible and reliable Consistent professional manner 	E E E

Other Information

- Some travel is required in this role to our offices in London and Guildford.
- Normal flexibility is required.