

Job Title: Investment Communications Manager	Reports to: Head of Marketing
Department: Marketing	Location: London

Premier Miton Investors is a UK based asset management firm with £11.3 billion of assets under management (June 2022) in a broad range of investment products, with offices in London and Guildford.

We are looking for an Investment Communications Manager 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.

The successful candidate will be responsible for creating and manage investment marketing communications across multiple digital channels, including emarketing, webinars, videos and social media to key audiences including investment-led intermediaries, wealth managers and institutional investors.

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"> • Maintain and update planning log of different investment marketing communications, including emarketing, insight notes & articles, videos, webinars, podcasts and social media • Work closely with Head of Marketing, marketing team and business development teams to agree future plans and to keep key stakeholders appropriately informed • Pro-actively manage planning log to keep work on track • Maintain up-to-date procedures and adhere to all internal procedures
Content creation	<ul style="list-style-type: none"> • Write new content and repurpose existing content • Includes writing emails, preparing questions and key messages for videos and webinars, and organising relevant associated materials, including presentations for webinars • Hosting webinars and podcasts, including with members of the investment team • Ensuring content is aligned with brand positioning and key messages • Work with colleagues to make sure they are appropriately briefed before digital broadcasts including webinars and videos
Editing	<ul style="list-style-type: none"> • Assist in the drafting, editing, approval and distribution of other investment content including regular client investment reporting and fund manager insight notes
Approval	<ul style="list-style-type: none"> • Ensure approval of communications including from technical specialists e.g., fund managers, and compliance team, to ensure compliance with Financial Conduct Authority rules and the principles of treating customers fairly
Measurement	<ul style="list-style-type: none"> • Use relevant metrics to analyse impact of investment communications • Use metrics to identify opportunities for improvement in future investment communications
Proof reading	<ul style="list-style-type: none"> • Sense-check communications and evidence data for accuracy • Check and correct communications for grammatical errors • Ensure all communications are compliant, consistent and treat our customers fairly

Self Management	<ul style="list-style-type: none"> • Demonstrate competent time & workload management • Work proactively and collaboratively with management; attend meetings and other presentations; carry out all duties, along with any non-core duties as may be reasonably required by the management team, in a timely, efficient manner and with good will • Compliance with Financial Conduct Authority rules and the principles of treating customers fairly when producing communication material
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"> • Degree-educated or equivalent experience in Financial Marketing (Asset Management) 	E
Experience / Knowledge <ul style="list-style-type: none"> • 2 years(+) marketing experience in an asset management company • An understanding of investment philosophy & process, investment products and financial markets and the ability to apply this effectively to client materials • A very good understanding of Compliance frameworks from a marketing perspective • Producing and checking marketing communications (fund commentaries,) to a standard that ensures adherence to compliance guidelines • A good understanding of content marketing and digital communications 	E E E E E
Skills <ul style="list-style-type: none"> • Competent with either FE (Financial Express) Analytics • High degree of IT literacy & MS Office applications • An efficient, calm, fast and flexible approach; follows work through, prioritises workload to meet targets and deadlines; manages multiple priorities; adapts quickly to changing requirements in a fast-paced working environment • Pro-active and solutions-driven; able to self-motivate, work independently and use own initiative in the absence of clear guidelines by identifying tasks/issues and projects or potential problems in advance, creating solutions and taking ownership of outcomes as appropriate 	E E E E

<ul style="list-style-type: none"> • High standards of accuracy, care over work and an eye for detail to ensure work is of the highest standard and processes are always adhered to • Self-starter who is comfortable working with a high degree of autonomy; is quick to learn, to assimilate information at the first telling, and remembers for future • Numerate and with excellent use of English (including spelling, grammar and adapting communication style for audience) 	<p>E</p> <p>E</p> <p>E</p>
<p>Characteristics</p> <ul style="list-style-type: none"> • A diplomatic & respectful manner when dealing with colleagues, senior management and third parties; listens carefully and deploys sensitive presentation and influencing skills to establish credibility • Maintains absolute integrity and confidentiality; is trustworthy, honest, credible and reliable • Consistently adopts a professional manner 	<p>E</p> <p>E</p> <p>E</p>

Other Information

- Some travel is required in this role, particularly to and from Guildford but usually within the UK.
- Normal flexibility is required