

Coast to Capital

Job Description

Investment Intern

Based in Three Bridges

Fixed Term for 3 months

Full time: 37.5 hours per week

Salary: £16,000 per annum (pro rata)

Context

Coast to Capital is the Local Enterprise Partnership for Brighton and Hove, Croydon, Gatwick Diamond, Lewes, East Surrey and West Sussex. The Gatwick 360° Coast to Capital Strategic Economic Plan sets out our strategy to help grow the economy of the Coast to Capital area. To achieve this, we received over £300,000,000 of public sector funding through a variety of funding streams, all of which demand considerable administration to meet the requirements set out in our Assurance Framework and expected by Government. We are now seeking an 'Investments Intern' dedicated to ensuring that these tasks are dealt with in a timely, thorough and compliant manner.

The role

The purpose of this role is to support the Investment Manager & the Investments team with effective and responsible administrative tasks to ensure the successful delivery of our project portfolio in line with our Assurance Framework.

The role will require working with a wide range of partners to ensure effective communication, management and delivery of projects and programmes.

It is anticipated that the successful candidate will also be set a defined project to manage & deliver during the period of internship.

Profile

The role would suit an undergraduate wanting to pursue a career in publicly funded investment programmes. It would be an excellent insight into how public funding is managed & how a Local Enterprise Partnership manages a diverse investment portfolio. The candidate should be self-motivated with excellent organisational and communication skills, able to use own initiative, enjoys working within a small team. Some knowledge of financial accounts & commercial law would be beneficial.

Accountable to:

Investment Manager

Duties and responsibilities

- Support the Investment Manager with coordinating all elements associated with managing the Growing Places Fund (GPF) portfolio of investments

- Support the Investment Manager with the process of recovering Local Growth Fund (LGF) grants that are in default of respective grant agreements
- Define with the Investment Manager a project that once delivered will improve the effectiveness of the Investments Team
- Support the Investments Team with managing the LGF programme in regards to risk, claims, monitoring, reporting & ad hoc duties that may arise

Person Specification:

Experience

- Some experience of working in an administrative role within the private, public or not-for-profit sector
- Highly developed organisational skills
- ICT systems and applications including MS Outlook, Word, Excel and Powerpoint
- Liaising with internal and external stakeholders

Skills

- Building effective working relationships with external organisations
- Excellent communication skills
- Ability to work under pressure, self-motivated and to be flexible as part of a small team
- Attention to detail and deadlines
- Ability to filter information and assess priorities
- Ability to prioritise and manage own workload amid conflicting demands and busy work periods
- Ability to think ahead and anticipate needs before they arise
- Ability to exercise discretion in dealing with confidential or sensitive matters
- Confident and able to work on own initiative and with limited supervision

Further information

Further information about Coast to Capital may be found at our website:

www.coast2capital.org.uk

Applications

To make an application please send, by 9am on 12 July 2019, a full CV with a short (two pages maximum) covering statement setting out how you believe you could fulfil the requirements of this key role to David Smith david.smith@coast2capital.org.uk. We will acknowledge your application within 24 hours.

Coast to Capital is committed to achieving diversity and equality of opportunity both as an employer and as a commissioner of services.

Our Equality and Diversity Policy 2015-2021 is available on request.