

# Job Description

About the role	
<b>Job title</b>	Investment Manager
<b>Reports to</b>	Investment Director
<b>Salary</b>	C£90,000-£150,000 per annum
<b>Hours</b>	Part Time post, 3 days per week
<b>Location</b>	Hybrid, suggested 2 days in office

## Introduction

Paul Hamlyn Foundation was established by Paul Hamlyn in 1987. He left most of his estate to the Foundation, creating one of the largest grant-making foundations in the UK.

We use our resources to support social change, working towards a just and equitable society.

Our **vision** is for a just society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **mission** is to be an effective and independent funder, using all our resources to create opportunities and support social change. We partner with inspiring organisations and individuals to put them at the heart of leading change and designing solutions to overcome inequality.

We are committed to being an anti-racist organisation. This commitment drives how we work, who we work with and how we make decisions. You can read more about our commitment to Diversity, Equity, and Inclusion (DEI) [here](#).

We have **five funding priorities** where we wish to see change for our work in the UK:

- Investing in young people
- Migration
- Arts
- Arts Education
- Nurturing ideas and people

Our [values](#) are important to us and we work to and carry them through all our activity.

## **Role Overview**

The charitable work of Paul Hamlyn Foundation is funded by investment returns from a diverse portfolio of investments generated from the legacy of Paul Hamlyn.

The portfolio is managed by the Investment Director in conjunction with the Investment Committee, which is made up of Trustees and some external Investment Advisors. Additionally, we utilise the services of Investment Advisers, Cambridge Associates. Transactions are managed internally by the Investment Director and Investments Administrator with support from the Finance and Resources Team as necessary.

## **What will be my main contribution?**

This is a fund management role, assessing the current portfolio as well as researching new investment opportunities. You will be expected to contribute to supporting best practice on investing in a charitable environment. The Foundation does not have Impact or Social investments but works to ensure that its investments are responsible and take into account ESG considerations.

You will oversee all investment transactions and will be expected to ensure that all documentation is completed in accordance with agreed timelines and that the transactions are cost effective. From time to time the Foundation has considerable cash balances and you will be expected to lead on the active management of these in line with agreed parameters.

## **Who will I line manage?**

You will line manage the Investment Administrator. You will also be expected to work in a small and fully interconnected structure that relies on collaboration, flexibility and the ability to operate within both formal and informal reporting relationships.

## **What other key internal relationships will I have?**

You will work closely with colleagues in the Finance and Resources team to ensure effective cash management and investment accounting.

You will work with colleagues in the wider Foundation to help explain how the portfolio is run, sharing intelligence, and helping develop an understanding of the impact that our investments are having and how this can be improved.

## **What level of budget responsibility will I have?**

Not applicable.

## **Main Responsibilities**

### **Investment research and networking**

- Support the Investment Director on all aspects of the management of the Portfolio and in liaising with the Investment Committee.
- Proactively bring in-depth knowledge and learnings of global asset and currency markets back to the Investments team.
- Lead on projects as directed by the Investment Director and present findings to the Investment Committee as required.

### **Investment Governance**

- Work closely with Cambridge Associates in managing their work for the Foundation and ensuring that their reporting meets the requirements of the Foundation.
- Review best practice in charity investment governance and work with the Investment Director to implement any changes.
- The Foundation is a signatory to Charities Responsible Investment Network where we play an active role and is signatory to the UN Principles of Responsible Investment. You will lead on keeping up to date on any reporting requirements of these and any other investment commitments that we make.
- Attend the Charities Responsible Investment Network, a network PHF is closely involved with and any other investment networks on behalf of the Foundation.
- Support the Investment Director on both internal and external liaison providing any required investment related information for stakeholders.
- Develop strategies to bolster our engagement, influencing, voting and responsible investment activities.

### **Investment Transactions and Treasury**

- Oversee the smooth and effective completion of contracts and provision of other required documentation for investment transactions, including AML documentation, in line with PHF policies.
- Work with the Finance Team to ensure effective treasury processes including smooth cash settlement on Investment transactions and sufficient cash availability to support operational spending.
- Identify and implement strategies to maximise risk adjusted returns on cash while maintaining sufficient liquidity for short-term operational needs.

### **Business planning and market analysis**

- Support the Investment team and Finance Team with medium-term market analysis and business planning including financial and investment modelling.
- Analyse investment results, benchmark performance, and design methodologies for reporting and comparison. Provide market monitoring and risk analysis across asset classes.

## **General**

- Line-manage the Investment Administrator, including regular one-to-one meetings, supporting their professional development and undertaking annual performance reviews in accordance with PHF policies.
- Work with the Finance Team to ensure that appropriate systems and controls are in place.
- Be the GDPR lead for the investment function.
- Act as a source of technical investment expertise for the organisation answering queries from colleagues.
- Support the Investment Director so that the Investment Team contribute to the overall leadership of the Foundation, including actively participating in the Management Team.

## **Person Specification**

We recognise that this person specification is extensive, and you may feel you do not meet all the criteria. If you are interested, please apply even if you do not meet all criteria. Please note we are unable to offer VISA sponsorship.

## **Skills, knowledge, and experience**

- Excellent Investment acumen
- Significant experience in the investment sector, particularly knowledge of operations and transaction management, risk management, AML and an understanding of Treasury functions.
- Demonstrate detailed knowledge and curiosity about the workings of global asset and currency markets
- Relationship Management of Investment Committees or similar
- Financial Modelling and significant mathematical and technical expertise
- CFA or equivalent
- Additional skills to consider including in the JD which have been taken from other role descriptions found online:
- Excellent interpersonal and communication skills, particularly with boards or investment committees.
- A proven track record in developing and implementing investment strategies and managing diversified portfolios is essential.
- Experience of managing and/or supporting the management of investment assets

## **Behaviours and ways of working**

- Alignment with the values and aims of the Paul Hamlyn Foundation, and in particular its commitment to social justice and equality, to tackling disadvantage, fighting prejudice, supporting youth voice and participation
- Ability to integrate flexibly and constructively with the Investment Director, Investment Administrator and other PHF colleagues.
- Flexibility but an appreciation and commitment to the maintenance of the absolute security of the Portfolio and the assets it contains, understanding that some out of hours work maybe required and vigilance against cyber fraud is a 24/7 undertaking.

## **Desirable**

- Experience of the Endowment and Not for Profit Sector
- Ability to apply your knowledge constructively to support the Investment Director and PHF's Mission.

## **Terms and conditions**

- Salary c£90,000-£150,000 per annum
- 25 days leave per annum (15 day pro rata), plus statutory holidays.
- The Foundation will contribute a sum equivalent to 10% of your basic annual salary to the group pension scheme (Aviva) and will match up to an additional 2.5% (optional) of your contributions from the date your employment begins.
- Life Income Protection and Life Assurance Scheme available from the date your employment begins.
- Private Medical Insurance with BUPA (once probation is complete, subject to tax)
- Office hours are normally 9am – 5pm Monday – Friday, but flexible working is possible around core hours of 10am – 4pm. Some flexibility is required from team members around evening work and travel to and from events and meetings.
- PHF operates a hybrid working policy and you will be expected to work at least 40% of your time in the office with the option to work up to 60% of your time from home. The contractual place of work for this role is 5- 11 Leeke Street, London WC1X 9HY.
- We are open to discussing flexible working arrangements.