



Communications Assistant

About Downing

Downing is a fast growing, entrepreneurial investment manager based in the City of London. We believe a great investment opportunity isn't just financial, it's a chance to invest in things that matter – our environment, our health, our society, our local communities and our economy. Our ability to adapt and innovate to create investment products for our customers is key to our growth and success and our [core values](#) are vital to everything we do – from the businesses we invest in to the people we hire.

Over 25,000 investors trust Downing with over £1 billion of their assets, invested into businesses that make a difference.

Roles and key responsibilities

This is a new opportunity to join a growing marketing team. We are seeking an organised and methodical individual, with excellent attention to detail to help us run a professional Product & Marketing department that provides excellent service to our internal customers: primarily sales and the investment team.

We would ideally like to see candidates with some experience in retail financial services and, in particular, investment. Downing is regulated by the Financial Conduct Authority and it is vital that the marketing materials we produce are fair, clear and not misleading.

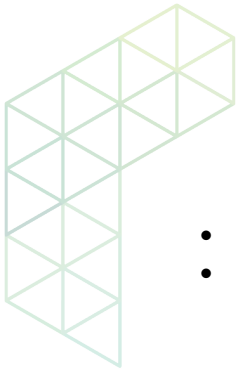
This role might be a suitable role for an office manager that wants to move into a customer facing role, or a recent graduate looking for their first role in an investment firm.

Reporting to the Senior Communications Manager, the role will involve working closely alongside both our product and marketing teams and our design agency.

Key tasks

- Maintain a library of the firm's marketing materials & collateral including (but not limited to):
 - internal communications
 - email marketing
 - sales aids
 - brochures
 - investor guides
 - presentations
 - website copy
- Be responsible for version control and review of our website and partners' sites to ensure information is kept up to date





- Distribute content via social media and our distribution partners
- Maintain an up to date gallery of staff photos – including booking the photographer, agreeing which picture to use with the relevant member of staff, sizing photos for different media, updating the website and intranet as appropriate
- Maintain the company intranet site and support broader internal communications including screens in our green room
- Ensure that all material is on brand and has had the necessary compliance approval **before** it is issued
- Support other teams and in particular sales with ad hoc requests for literature and comms e.g. event invites, print runs, merchandise etc. including delivery to locations outside the firm.
- Respond to requests promptly by directing internal customers and stakeholders to the right location so they are encouraged to help themselves (not doing everything for them!)
- Support your marketing and product colleagues by proof reading documents before they are published
- Work closely with the rest of the marketing team on a wide range of communications and content, including coordination of printing and events marketing, as needed

Behaviours

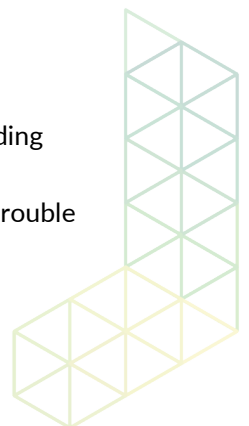
- To report promptly to the company's Money Laundering Reporting Officer any known or suspected money laundering activities by the Company's clients or prospects (or by the person on whose behalf the client/prospect is acting)
- To act in an ethical way at all times
- To act in accordance with the company's operating and compliance procedures at all times and to bring any potential or actual breaches to the immediate attention of the Head of Compliance, always conscious of the FCA's Treating Customers Fairly principles

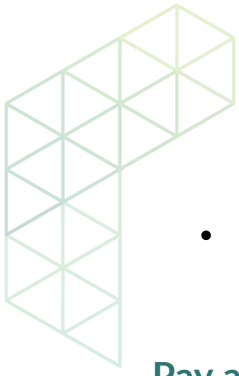
Job specific requirements

- This is a professional service role which requires a proactive, organised and diligent person with the ability to work with a wide selection of employees across the firm, including senior investment and sales professionals
- Ideally, we would look for an English or marketing degree, or equivalent qualification. However, we are flexible on this provided the individual can demonstrate they have excellent written English and grammar

Personal profile

- **Attention to detail** – our marketing, product and investment managers and senior accountants are detail-oriented so you must be comfortable with the data you are presenting
- **Confident working in a regulated environment** – your work will be subject to Financial Promotion regulations
- **Customer-oriented** - you care about improving service to internal customers and providing solutions to deliver successful, right-first-time outcomes
- **Approachable**, friendly and professional while working diligently. Nothing is too much trouble





- **Team player** – have fun! We do our best to cultivate an open, honest, hard-working but fun culture

Pay and benefits

For the successful candidate, we will put together an attractive reward package that will include:

- Competitive starting salary
- Discretionary bonus
- Pension scheme
- Health insurance
- Life assurance
- Income protection
- Death in service insurance
- Additional social perks

Additional details

- Reports to the Senior Communications Manager
- Full-time working from London office, in Monument
- All candidates must be eligible to work in the UK or have a working visa

To apply please send your CV to recruitment@downing.co.uk. Make sure to include your notice period.

We try to reply to all individual applicants and will provide feedback for any candidates that reach the interview stage.

Please note, we are committed to sourcing candidates directly and as such we do not accept speculative CVs from agencies.

To understand what information we collect about you, how we will use it and for what purpose, please read our [privacy notice](#).

