



## JOB DESCRIPTION

<b>Job Title</b>	Responsible Investment Coordinator (B1)
<b>Department</b>	Research, Policy, Communications and Education
<b>Accountable to</b>	Office of the General Secretary
<b>Reports to</b>	Head of Strategic Research
<b>Contract type</b>	Fixed Term (12 Months)
<b>Direct reports(if any)</b>	N/A

### **Main Job Purpose**

- Primary responsibility for program development and long-term relationship building with the responsible investment community
- Lead specific capital market campaigns to win a better society for working people in a changing economy.
- Collaborate with existing networks of workers capital and responsible investor initiatives, such as the Global Unions' Committee on Workers Capital, the PRI, the ICGN, and national and regional ESG networks; and with counterparts in other Global Union Federations (GUFs) and their affiliates.

### **Main Responsibilities**

Plan, direct and evaluate the ITF's capital stewardship initiatives with direction from the Head of Strategic Research.

Lead the development of all reports, memoranda, written testimony, correspondence and other relevant external materials related to the ITF's capital stewardship work to ensure timely and high quality products.

Promote the adoption by pension funds and investment managers of sustainable investment policies and proxy voting guidelines, including labour rights; and work to ensure the enforcement of these guidelines.

Coordinate with the ITF and its affiliates, other GUFs, and trade unions in support of global capital initiatives.

Develop and maintain strong working relationships with pension fund trustees and staff, their service providers, and related organizations and experts.

Engage and collaborate with trade union leaders and staff who maintain relations with the pension funds that manage the retirement assets of their members.

Develop and maintain strong relationships with the media, including developing and reviewing press and social media statements.

Represent the ITF and its affiliates in internal and external forums.



## PERSON SPECIFICATION

*Please use this section to outline the essential/and or desirable criteria of the role*

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education level, qualifications or equivalent</b>	Advanced degree, or Bachelor degree plus equivalent job experience required in economics, business, finance, labor relations, legal, economics, journalism or related fields;	
<b>Knowledge, experience and technical skills</b>	<p>Experience with labour, financial, public interest or governmental organisations.</p> <p>Strong interest in advocacy to improve the environmental, social, and corporate governance (ESG) performance of companies.</p> <p>Basic familiarity with methods, techniques and tools related to corporate or issue research, and financial analysis and engagement of capital markets;</p> <p>Basic knowledge of unions and other progressive advocacy groups.</p> <p>Strong analytical and writing skills.</p> <p>Strict attention to detail and ability to manage multiple priorities and projects.</p> <p>In-depth understanding of the principles of responsible investment and their relation to overall business performance</p>	<p>Experience of corporate transactions, finance, and executive compensation analysis</p> <p>Public speaking skills</p>
<b>Personal attributes/skills</b>	<p>Excellent oral and written communication skills in English.</p> <p>Working knowledge of at least one additional language, such as French, German, or Japanese.</p> <p>Strong interest in labour, public interest or non-governmental organizations.</p> <p>A strong commitment to social justice.</p> <p>Ability to work independently and adjust to changing situations.</p> <p>Interested in learning and developing new skills.</p> <p>Ability to work collaboratively and as part of a team.</p> <p>High ethical standards, methodical and diligent, whilst keeping in mind the values and objectives of the organization.</p>	



	<p>Proactively identifies opportunities and problems. Contributes ideas for solutions; and works to understand how to create positive change.</p> <p>Ability to maintain resilience and a positive outlook.</p> <p>Respects and values equality and diversity and has an understanding of how to support this in operational activity.</p>	
<b>Practical requirements e.g. hours, requirement to travel</b>	<p>Ability to undertake international travel, as required.</p> <p>Ability to work flexibly, including working out of office hours, as required.</p>	