



**Social
Investment
Scotland**

JOB SPECIFICATION

Investment Manager

SIS Ventures: March 2020

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Investment Manager

SALARY

£37k +

RESPONSIBLE TO

Lead Fund Manager, SIS Ventures

LOCATION

Edinburgh, with flexibility, and occasional travel

CONTRACT TYPE

Permanent, full time, with some flexibility



Social Investment Scotland

Our values: the SIS Way

- Purpose: we are purpose driven- we are committed, innovative and impactful;
- Integrity: we do what we say- we are reliable, honest and consistent;
- Unique: we embrace the power of difference- we are inclusive, open and ethical;
- Partnership: we grow strong partnerships- we are collaborative, confident and respectful.

About us

We are a social investment finance intermediary (SIFI) operating across Scotland and beyond. Our mission is 'to connect capital with communities, to make a real, measurable and sustainable impact upon peoples' lives.'

JOB SPECIFICATION

Investment Manager

This connection happens in two ways. We help social enterprises and mission driven businesses access the finance and support they need to support delivery of their own missions; and we support a growing community of social investors- looking for both a financial and a social return on their investment- access opportunities.

We have several funds able to invest in impactful organisations with investment levels from £10,000 to £1.7m. Our Ventures fund believes that impactful enterprises, those that deliver profit with purpose, should be the bedrock of society; supported with the full power of the investor community. SIS Ventures provides mission-aligned investment to disruptive technology based impactful young companies in Scotland.

Purpose of role

The Investment Manager is a newly created position primarily to work in the Ventures fund area. SIS Ventures is an FCA registered subsidiary of Social Investment Scotland that aims to grow social entrepreneurship through providing access to mission-aligned investment with the size, strength and support of the whole team at SIS.

The role holder will either be:

- A qualified chartered accountant with post qualification experience in transaction services or corporate finance advisory
- A qualified investment professional with experience in young company investment, venture capital or private equity
- A qualified solicitor with experience in transactional corporate law, venture capital and angel investment

The role holder will play a pivotal role in supporting the delivery of the Ventures fund investment activity and will work closely with the Lead Fund Manager.

Responsibilities will include

Investment activity

- Support business development activity to identify and secure new investees. Maintain and track a pipeline of potential investees. Assess investees against a clear investment criteria framework, building on Ventures investment and impact strategies, and progressing opportunities into the diligence phase as appropriate.
- Carry out social, financial, commercial, technical and legal diligence of potential investees. Where required undertake company valuations, deal structuring and modelling for inclusion in investment appraisals.
- Deliver investment appraisals for presentation to the SISV Investment Committee for sanctioning in line with the Investment Policy.
- Lead deal execution and negotiation including project management, agreeing term sheets and investment agreements with investees. In the case of co-investment deals work with management teams and third-party funders to secure overall investment package.
- Working closely with the Investment Assistant and other members of the SIS team to take successful applicants from Investment Committee sanctioning through to financial close.

JOB SPECIFICATION

Investment Manager

- Working closely with the SISV IC, Head of Communities and Portfolio Risk Committee manage a portfolio of investees. From a portfolio and credit risk perspective this will include managing relationships in line with the SIS Credit Risk Policy, visiting organisations, receiving and reviewing management information.
- Working closely with the Lead Fund Manager undertake active Investment Management of portfolio companies supporting management teams in delivery of their strategic plans – this will include taking board observer roles and may include taking investor director positions on investee boards.
- Hold regulatory permissions as required in line with the Senior Manager’s Certification Regime (SMCR) specifically as SMF3 and a Certified member of staff.

Stakeholder development

- Build and develop knowledge & credibility of SIS & SIS Ventures within the wider entrepreneurial ecosystem with a view to being recognised as the ‘go-to’ investor for Social Sector Organisations and Mission Led Businesses within these networks.
- Build and maintain network of co-investment partners and active deal referral partners.

Supporting strategic workflows

- Supporting ongoing investment raises for core-investment activity and proposals to manage funds through SIS Ventures.

Wider general duties

- Maintaining relationships with all relevant SIS stakeholders or their representatives, in pursuit of SIS’ strategic plans including working across the wider group funds.
- Attending networking and specific sector events to publicise and represent SIS and grow the market for mission-led investment.
- Working alongside organisations to educate, support their own capacity building activity and develop investment readiness.
- Delivering an exemplary level of service for our partners and customers.

Criteria

Relevant Experience

- Either experience as detailed in earlier Purpose of the role

An awareness and background knowledge of the Third Sector

Working with management teams to help develop their business plans and provide support to structure investments appropriately

Writing detailed financial reports and internal reporting

Stakeholder Management

JOB SPECIFICATION

Investment Manager

Understanding and interpreting financial information

Working and engaging with a wide variety of people, from a range of organisations and backgrounds, adapting approach accordingly

An awareness and knowledge of social investment concepts, particularly mission-aligned investment

Skills & Abilities

Strong track record of performing complex due diligence assignments

Knowledge and background in equity deal structuring

Experience of deal execution and managing multiple parties through to completion

Excellent organisational skills; ability to work to deadlines

Excellent communication skills (verbal and written)

Ability to work on own initiative, without ongoing supervision and provide supervision to others

Excellent interpersonal and relationship building skills

Flexible approach

Hold regulatory permissions as required in line with the Senior Manager’s Certification Regime (SMCR) specifically as SMF3 and a Certified member of staff as set out in the FCA’s guidance

Personal Qualities

Strong positive attitude and an ability to find creative and flexible solutions

Resilient when faced with challenges, deadlines and changing solutions

Approachable, empathetic manner, adaptable to changing requirements

Ability to develop good working relationships with staff at all levels and partners, current and future

Act and behave in the SIS Way.

JOB SPECIFICATION

Investment Manager



Benefits of working at Social Investment Scotland

We will ask a lot of successful candidates- but in return working life at SIS offers:

- The privilege, and responsibility, of working for a leading organisation with an ambitious mission.
- A range of formal and informal training and learning opportunities.
- A competitive salary and benefits package that is regularly benchmarked against similar organisations and that includes a contributory pension plan, childcare voucher scheme, generous annual leave entitlement and other benefits.
- Flexible working arrangements.
- The chance to work with exceptional colleagues who lead by example and provide a source of support and encouragement.

How do I apply?

At SIS we use a blind recruitment process via our partners at Be Applied. Please see the following link for details on the role and the recruitment timings: <https://app.beapplied.com/apply/p02p1eg9no>