



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Impact Investment Associate

Department/Division: 100x Impact Accelerator
Accountable to: Head of Impact Investments

| Competency | Criteria | E/D |
|--------------------------|--|-----|
| Knowledge and Experience | Relevant experience reporting on grants and/or investments at a previous international NGO or investment fund | E |
| | An understanding of the impact metrics required at the investment and fund level | E |
| | Ability to work with and analyse large sets of data using online analytics | E |
| | Excellent IT skills – Microsoft Office suite and virtual learning environments such as Zoom and Microsoft Teams | E |
| | Educated to degree level (or equivalent through work experience) | E |
| | Proven skills in project and/or data management | E |
| | Relevant experience leading grants and/or investment identification, selection, and disbursement processes | D |
| Planning and Organising | Ability to compile and manage a reporting process, from stakeholder engagement to secure online management of data | E |
| | Ability to use systems in order to improve the efficiency and organisation of data tracking and reporting | E |



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|--------------------------------|--|-------------------------------------|
| | <p>Ability to produce analyses and reports on a monthly or ad hoc basis to keep stakeholders informed of milestones and metrics,</p> <p>Experience of managing external partner(s) and additional resource as part of an investment process</p> | <p>E</p> <p>D</p> |
| Communication | <p>Strong communication skills with external stakeholders (for example social enterprises), that is clear and transparent,</p> <p>Ability to clearly verbalise thoughts and feedback</p> <p>Strong written communication skills, including experience of writing investment memos and/or data reports (such as impact reports)</p> <p>Experience of giving presentations</p> | <p>E</p> <p>E</p> <p>E</p> <p>D</p> |
| Teamwork and Motivation | <p>Strong information managerial skills</p> <p>Ability to function effectively in a team</p> <p>Strong degree of autonomous work and ability to work independently</p> <p>Energetic and enthusiastic passion for the impact investment and social sector</p> | <p>E</p> <p>E</p> <p>E</p> <p>D</p> |
| Service Delivery | <p>Ability and willingness to actively seek feedback and proactively develop activities to improve service</p> <p>Support the team across different aspects of programme delivery to social enterprises</p> | <p>E</p> <p>D</p> |
| Problem Solving and Initiative | <p>Analytical thinking skills to dissect data</p> <p>Ability to use initiative and creativity to address difficult situations and to present appropriate solutions</p> | <p>E</p> <p>E</p> |



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| | Can take on learnings and feedback from current process to contribute to future design and delivery | E |
| | Ability to adopt a proactive approach and use own initiative to develop reporting requirements | D |

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.