



Canning House is looking for a Corporate Affairs Manager – a pro-active, confident professional able to work fast and strategically with exceptional attention to detail as well as excellent written and verbal communication skills.

Job Title: Corporate Affairs Manager

Contract Type: Full time

Reports to: Head of Stakeholder Engagement

Location: London

Salary: £35,000 p.a. + pension and health schemes + season ticket loan

THE ORGANISATION:

Canning House (CH) is the United Kingdom (UK)'s leading think tank on Latin America (LatAm). We are a global forum for thought-leadership and pragmatic debate on the region's political, economic, social, health and environmental trends and issues – and their implications for business risks and opportunities.

A strategic objective of Canning House is to promote business, trade and investment between the UK and Latin America, and to a wide range of stakeholders including business leaders. We achieve this through our corporate membership and events programme.

THE ROLE:

The role of the Corporate Affairs Manager is to cultivate CH's business, trade and investment intelligence gathering and deployment, and our contacts within the business community both in Latin America and the UK.

Specifically, the above requires the Corporate Affairs Manager to deliver as follows:-

I. Intelligence Gathering and Stakeholder Engagement:

- Business contacts and the broader private sector:
 - engage closely with the UK and LatAm businesses and private sectors at large, including building relations through the Department for International Trade (DIT), Chambers of Commerce, trade promotion organisations among others
 - engage with key UK and LatAm organisations and entities to foster collaboration
 - reinforce CH's status in the global business community as a partner of choice for UK/LatAm business intelligence, and a catalyst for partnerships and their contribution to the advancement of the 2030 Agenda for Sustainable Development

II. Active engagement with, and growth of, corporate membership base:

- increase CH's efforts to maintain and grow corporate membership through the provision of services and benefits to both current and prospective corporate members This includes through the creation of corporate-led events, the active pursuit of opportunities for members to raise their business profiles both in the UK and LatAm through showcasing their expertise, sharing business intelligence, providing bespoke introductions to priority stakeholder groups and networking opportunities both in-person and virtually
- hold regular consultations, needs scoping meetings and timely follow-ups to agreed actions with corporate members to ensure a tailored approach to each membership, ensuring added-value throughout
- strengthen CH's public-private partnerships efforts through mobilising key stakeholder groups and finding common areas of interest, for example in the Sustainable Development Series
- maintenance and tracking of the Corporate Members Database – including priority areas identified, memberships terms and conditions, renewals dates among others
- contribution to the weekly corporate members newsletter and use of this as a promotional tool for members to showcase their activities, successes and collaboration opportunities

III. Content development and curation:

- support the commission and deployment of CH-branded papers, reports and business briefings in liaison with the broader CH team and CH's various providers of external expertise (LatinNews among others)
- develop and curate in collaboration with the broader CH team an assigned portfolio of stakeholders, content for CH events and their marketing campaigns

IV. Event design and delivery:

- design and propose events and thematic event series rooted in intelligence gathered from CH's network of actual and potential corporate stakeholders and their strategic priorities
- identify and secure the participation of expert speakers, including drawing knowledge and expertise from our corporate members and/or their clients

V. Cross-cutting priorities in close coordination with the rest of the CH team:

- pro-actively seek and secure communications, press and marketing opportunities to promote the work, reputation and impact of CH, both in the UK and Latin America
- actively seek corporate sponsorship (both monetary and in-kind) for all types of CH events and activities
- investigate and secure funding opportunities for events from foundations and high-net-worth individuals among others

EXPERIENCE & SKILLS:

- educated to degree level
- a confident presenter and speaker, able to pitch membership and CH as a partner of choice to senior-level stakeholders from across the public and private sectors, as well as academia and civil society
- proven administrative and organisational experience (including events)
- Microsoft Office proficient
- excellent listening and communication skills in English, both written and verbal
- Spanish or Portuguese is highly desirable but not essential
- knowledge or experience in Latin America a plus but not essential

PERSONAL QUALITIES:

- a confident, enthusiastic and hard-working team player able to communicate information effectively with team members and seek opportunities for cross-collaboration
- a proactive approach to all aspects of the role
- exceptional attention to detail and pride in one's own work
- great time management skills, the ability to prioritise work and also to ask for assistance in a timely manner where necessary
- strong diplomacy skills (both written and verbal) for interacting with third parties

HOURS:

Normal hours are 09:30–17:30 but must be flexible, willing, and prepared to actively participate in CH and external events (dependent on Covid-19 guidelines) and work extra hours as necessary including early starts or late evenings.

BENEFITS:

Salary starting at £35,000 plus healthcare scheme, pension, season ticket loan and 25 days annual leave (excluding public holidays) upon completion of a probationary period. (Please note that no relocation fees are paid by Canning House.)

LOCATION:

Canning House, 126 Wigmore St, London, W1U 3RZ (nearest tube Marble Arch and Bond street). Flexible working arrangements apply.

HOW TO APPLY:

Please send your tailored CV and covering letter to Angela Viola-Glapinska, Head of Stakeholder Engagement at angela.viola-glapinska@canninghouse.org by Thursday 30th of June 2022.

START DATE:

Immediate.

IMPORTANT NOTE: Only candidates currently with the right to work in the UK are eligible to apply.