



## Corporate Affairs Assistant – Job description

### Summary details

Job title:	Corporate Affairs Assistant
Contract type:	Full time
Reports to:	Head of Corporate Affairs
Location:	London

### Canning House

Canning House is the UK's leading forum on Latin America. We are a centre 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.

### The role

Canning House has important relationships with commercial organisations. These are Canning House members, prospective or potential members, or companies that interact with us in some other way, such as sponsoring or participating in events. These corporations typically have a close business interest in Latin America, as well as a related interest in wider political and social issues.

Canning House's 'Head of Corporate Affairs' manages these relationships and this whole aspect of our activity. You will report to him/her.

Specifically, the role requires you to assist the 'Head of Corporate Affairs' with the following:

- Maintaining strong relations with all corporate stakeholders
- Recruitment of new corporate members
- Retention of existing corporate members
- Regular communications with corporate members and stakeholders
- Organising events for corporate members and stakeholders (including securing speakers, suitable venues, briefings, etc)
- Securing sponsorship for events (plus publications, etc)
- Maintaining the corporate database and other relevant records
- Any other tasks relevant to successfully achieving the objectives of this role and of Canning House

## Personal attributes required:

- A collegiate, team-orientated disposition
- Reliability and dependability
- The ability to show initiative and have original ideas
- The focus required to deliver set objectives within set timescales
- Intelligence
- Respect for colleagues and for the organisation
- Leadership and the willingness to take responsibility
- Ambition, energy and drive, tempered by the wish to diffuse rather than hoard credit
- The ability to represent the organisation impressively to external audiences
- A curious interest in Latin America and in knowing more about Latin America
- Excellent spoken and written English
- Administrative and organisational competence
- Proficiency in the use of IT
- The legal right to work in the United Kingdom

## Additional favourable - but non-essential – attributes and experience:

- Experience of corporate membership relations
- A degree
- Experience of Latin America
- Spanish/Portuguese language
  - Language classes are available if desired

## Further details

Remuneration:	£25,000–27,000 depending on skills and experience
Hours:	0930–1730, with occasional breakfast and evening events. Canning House allows for some flexibility with working hours, subject to negotiation
Other benefits:	Contributory pension, health insurance, season ticket loan
Location:	Central London office. Canning House currently operates a system of three days minimum in the office per week, but home working arrangements remain at the discretion of the CEO
Holidays:	25 working days p.a., plus Bank Holidays
Interview date:	Wednesday 14 or Thursday 15 December 2022
Start date:	January/February 2023

If you meet the above requirements and consider yourself up to the challenge, please email a CV and covering letter to **Juan Teran Jurado** at [corporate@canninghouse.org](mailto:corporate@canninghouse.org) by Friday 9 December.