

## **Committee Support Manager / Associate Director (focus Investment Insurance Committee), London, England**

The Berne Union – International Union of Credit & Investment Insurers – is the leading international trade association for the export credit and investment insurance industry, giving its members a unique forum to connect and exchange business experience since its foundation in 1934. Its membership includes 83 private credit insurers, national export credit agencies and multilateral institutions worldwide. These member organisations support international trade and foreign direct investment by providing risk mitigation products to exporters, investors and banks.

Based in London and under the supervision of the Secretary General, the Committee Support Manager / Associate Director is a member of the Berne Union Secretariat team and will be responsible for managing meeting content and other supporting activities for, and in cooperation with, Berne Union members. The BU currently consists of four committees, primarily relating to line of business distinctions, including investment insurance. The Investment Insurance Committee is the forum for public investment insurers and for private and multilateral credit and political risk insurers. The grading / positioning of this role (Committee Support Manager / Associate Director) will be subject to the successful applicants' professional qualification and specific experience.

### **Roles and Responsibilities**

- Act as a Secretariat point of contact for Committee Chair(s) to ensure delivery of relevant and suitable meeting content at general and specialist member meetings; regularly and proactively communicate with a variety of stakeholders
- Identify, develop, prepare and manage content related to export credit insurance for member events and meetings; ensure content relevance and audience suitability
- Actively contribute to planning, preparation and execution of member events and meetings; propose creative and innovative approaches to meeting programmes, including incorporating member feedback and recommendations as appropriate
- Co-lead and/or lead events and meetings with a focus on technical and strategic issues
- Facilitate active engagement from participants in advance and at member events and meetings
- Work with industry colleagues to further promote the profile of the Berne Union and its member organisations
- Develop and implement strategies to meet the needs of both established and new generation credit and investment insurers

### **Qualifications**

- Experience in the investment insurance or PRI industry, preferably for at least 5 years, with experience in underwriting, claims or other related lines of business
- Relevant degree of professional / academic qualification such as international affairs, business, finance and/or economics
- Self-motivated, resourceful, and well-organised; proactive with an ability and manage priorities
- Demonstrated ability to work independently and as part of a small diverse team; strong written and verbal communication skills including public speaking abilities and experience
- Fluent in written and spoken English; fluency in other languages is an asset
- Proficiency with the standard Office software Word, Powerpoint, Excel as well preferably experience in using intranet communication platforms
- Qualified to work in the United Kingdom and ability to travel internationally

Please apply by enclosing a curriculum vitae and a covering letter by email to Vinco David, Secretary General ([v david@berneunion.org](mailto:v david@berneunion.org)) by Friday 31 August 2018. All applications will be treated in confidence.