**Job title:** Investment Manager

**Reporting to:** Head of Group Investment Programmes

**Salary:**  £38,000 pro rata+ 5% pension

**Hours:**  Part time (21 hrs p/w)

**Based:** Home working with access to our office Edinburgh and occasional travel throughout Scotland

**Start date:**  ASAP

**About Firstport**

The Firstport Group is Scotland’s leading agency for supporting social entrepreneurs, social enterprises, and purpose-led businesses. Encompassing Firstport for Social Entrepreneurs, FirstImpact and Impact Investment Partnership Scotland, the group has over 14 years’ experience supporting thousands of entrepreneurs to develop, start, and grow their businesses.

Firstport is Scotland’s development agency for start-up social enterprise. We support early-stage social enterprises and highly motivated people to test, refine and grow their ideas into viable social businesses. Our package of support includes seed funds, business advice, training, practical tools, and connections to help social entrepreneurs make their ideas a reality.

FirstImpact works with the wider business as a force for good movement across all sectors who want to structure and grow their businesses in a way that is profitable, mission-led, and impact-focused.

Impact Investment Partnership Scotland (IIPS) focuses on providing flexible social investment for ambitious social enterprises. IIPS currently manages the Catalyst Fund, a £15m fund from the Scottish Government that invests in social enterprises through an innovative revenue-based loan programme.

In 2019 we launched our strategy, Increasing Social Impact Through Entrepreneurship, with a focus on increasing our capacity to support the growing interest in social entrepreneurship and playing a more purposeful role in shaping the wellbeing economy in Scotland. While we continue to pursue the principles outlined in the strategy, we are doing so with a renewed and refreshed focus, considering the context in which we now operate, and the need to respond to a different future.

We are committed to equality, diversity, and inclusion, and we aim to recruit and retain the best candidates from the widest pool of talent, one which reflects the communities we serve.

We strive to create an environment where everyone can be themselves and do their best work. We offer:

* A generous holiday package with 33 annual leave entitlement (including bank holidays). Office closure the days between Christmas and New Year
* Pension scheme
* Flexible working
* An Employee Assistance Programme, which provides access to a range of support relating to work/life balance, physical, emotional, and mental health
* Bike-to-work scheme

Find out more about us on our website - [www.firstport.org.uk](http://www.firstport.org.uk)

**Job description**

The Investment Manager will play a key role in the delivery of the Catalyst Fund, working with ambitious social enterprises seeking investment to grow. The Investment Manager will assess applications to the fund across a range of financial, social and strategic considerations, and present them to the Investment Committee for decision. The role will also manage a portfolio of social enterprises who have received investment, providing ongoing support for growth plans and managing the repayment process. They will also assist in pipeline development, represent the organisation at external events and support the ongoing development of the fund and the organisation.

**Key Duties and Responsibilities -** What you’ll do

**General**

* Assess investment applications, and prepare and present assessment reports for Investment Committee decisions
* Manage draw down process, including legal agreements
* Build and manage relationships with investees, including taking board observer roles and provision of support and signposting to other resources
* Manage repayment processes
* Assist in preparation of reports for board and stakeholders
* Review and improve application, assessment and loan management processes
* Deputise for Head of Group Investment Programmes as needed
* Support Head of Group Investment Programmes and other Firstport teams as needed

**Other**

* Assist in the design and development of new investment funds
* Assist in pipeline development of new applicants and raising awareness of the fund
* Represent the team at external events and meetings

#### Person specification – skills and key qualities

We are looking for talented people from a wide range of backgrounds and communities. Whether through lived or gained experience, or both, you will understand and share a passion for what we do.

**Essential**

* Experience of making investments on a scale and context relevant to this role
* Ability to understand, analyse and communicate complex financial information
* Strong written and presentation skills
* Excellent interpersonal and relationship building skills
* Experienced in the use of standard Microsoft Office applications
* Ability to work independently, to take initiative and adopt a problem-solving approach
* Strong organisational and prioritisation skills
* Ability to work under pressure to deadlines
* Eligibility to work in the UK

**Desirable**

* Finance qualification and/or membership of relevant professional body
* Experience/understanding of early stage companies and/or social enterprises
* Knowledge of the funding and support available for early-stage companies and/or social enterprises in Scotland
* Interest in alternative funding models
* UK driving license