

## **JUNIOR PORTFOLIO MANAGER**

Creative UK is the national membership body for the Cultural and Creative Industries. We exist to champion creativity in its widest form - representing world-leading organisations from sectors as diverse as advertising, animation, architecture, broadcasting, crafts, design, digital, education, fashion, games, heritage, museums, music, performing arts, photography, publishing, theatre, TV, visual art and more.

Our vision is a world where creativity is valued and recognised as the driving force for our future. We're so passionate about this that we put our money where our mouth is: through our own landmark investment funds, we've directly invested millions of pounds into creative businesses over the last decade.

Our team is based across the UK. Our Investment team run a number of investment funds across equity and debt. We are a close-knit team of doers, and we nurture and promote our team culture.

Ours is a very non-hierarchical, egoless environment, where we take strong initiative and ownership over the work we do independently and together. You will benefit from the support of an experienced and hard-working team collaborating day to day enabling you to become a valued and high performing member of the team.

### **The Role**

The Junior Portfolio Manager will join a small, fast-paced Investment team leading on the administration of investment portfolios. This new role operates at the heart of the [Culture and Creative Investment Programme](#) (CCIP) in the North East, which provides a mix of grant and investment funding to drive growth and innovation in the creative industries. You will be responsible for administering portfolio performance, ensuring robust monitoring and reporting systems are in place and utilised effectively.

Our Junior Portfolio Manager will have a strong background in project management inclusive of diligent administration, reporting and first class customer service.

Ideally we are looking for candidates with an appetite for developing a career in Investment Portfolio Management. You will have the self-confidence and determination to take ownership of your work. A data-driven mindset, strong relationship-building skills, and a proactive approach are key. You should hold a strong work ethic and be willing to roll up your sleeves to contribute to a truly unique and successful investment programme.

**LOCATION:** North East, within commuting distance preferred (hybrid working offered, office space in Newcastle upon Tyne).

**CONTRACT:** Full time permanent employment

**SALARY:** £30,000 pa + benefits

**TO APPLY:** Email your CV and cover letter and/or a max 5-minute video link\* to [jobs@wearecreative.uk](mailto:jobs@wearecreative.uk) by **7<sup>th</sup> April 2025**. First interviews will take place via Teams video calls w/c **14<sup>th</sup> April 2025**. Please also complete our anonymous diversity and inclusion [survey](#).

\* Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request

## KEY DUTIES & ACCOUNTABILITIES

### Project & Grant Management

- Lead on administration of CCIP grant projects, ensuring decisions and records are accurately documented.
- Ensure all funding conditions and reporting requirements are met, under the guidance of senior colleagues.
- Work with internal teams and external partners to support the impact and legacy of SME investments.

### Portfolio Monitoring

- Support the day-to-day portfolio monitoring for all funds under management, ensuring investments and grants achieve their intended impact.
- Assist in analysing and appraising monthly management information
- Provide administrative support and liaison with portfolio clients, referring complex issues to the portfolio team.
- Maintain and update monitoring systems, ensuring accurate data collection for programme evaluation.
- Attend client Board meetings where necessary, ensuring accurate records of discussions and decisions
- Assist in coordinating marketing efforts for portfolio-related events and newsletters.

### Reporting & Compliance

- Support the tracking of portfolio performance by collecting and analysing key performance indicators for reporting.
- Assist in identifying and tracking key outputs, outcomes, and relevant performance metrics.
- Flag potential risks or challenges to the Portfolio Management team.
- Ensure compliance with audit and regulatory requirements by maintaining high-quality records.
- Take Credit Committee minutes and circulate them to relevant stakeholders.

### Stakeholder Management

- Support relationships with stakeholders ensuring smooth communication and collaboration.
- Assist in maintaining a system for tracking engagement with external stakeholders.
- Participate in relevant meetings with Creative UK teams and stakeholders to support business support activities.

*Some travel across the English regions may be required.*

*To undertake any other duties as may be reasonably required. This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing*

*All staff must develop Creative UK's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.*

**Essential Experience, Knowledge and Skills:**

- Project administration inclusive of monitoring and evaluation
- Strong communication skills, the confidence to liaise regularly by phone and video calls
- Personal integrity and an ability to maintain confidentiality
- Ability to articulate and report on portfolio performance and risk  
Ability to use one's own initiative to research and develop new systems and processes

**Desirable Experience, Knowledge and Skills:**

- Passionate about the creative sector, striving for business and industry growth.
- Some knowledge and experience of small and medium-sized businesses, ideally in the creative sector.
- An understanding of the North East region's business landscape, including key stakeholders and economic challenges/opportunities.

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; how we do things is just as important as what we do.

- ✓ We join the dots; collaboration is in our DNA
- ✓ We support and empower; we are here to make a difference
- ✓ We are curious, open & honest
- ✓ We celebrate difference & value equality of opportunity

**THE PACKAGE**

- Flexible hybrid working
- Pension enrolment 5% employer contribution from 3 months service
- Mediacash from 3 months service
- BUPA medical insurance & Life Assurance (1 year service)
- Cycle 2 Work scheme, in partnership with Halfords
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, BUPA
- Mental Health Day, a paid day off to focus on activities which help you to alleviate stress
- Your birthday off as paid leave, extra days off over the annual festive period
- Paid volunteer day per year to give something back to the community

*We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.*