



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

RESPONSIBLE INVESTMENT ANALYST

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Church of England Pensions Board ("the Board") is a statutory body which is a corporate trustee and administrator of four pension schemes, including both defined benefit (final salary, hybrid and CARE) and defined contribution arrangements. The investment team is responsible for the administration of approximately £3.2 billion, in a diversified portfolio. There are 41,000+ members, pensioners and other beneficiaries.

What you'll be doing

The purpose of this role is to support and deliver key responsible investment functions within the Pensions Board, enabling the Board to maintain a position as a recognised leader in responsible investment. With a particular focus on climate and environmental issues, the role holder will be expected to deliver the key responsibilities outlined below: including supporting

reporting, engagement, proxy voting, monitoring and screening, project management, and supporting the presentation of the Board's work to internal and external audiences.

MAIN DUTIES AND RESPONSIBILITIES:

Key Responsibilities:

- **Research:** Preparing analytical research on responsible investment topics relevant to climate and environment issues, in close collaboration with the investment team (in particular responsible investment specialists), and in support of the Board's stewardship strategy.
- **Engagement and communication:** Supporting the Board's climate and environment engagement activities and programmes, including thematic and company specific analysis and engagement, and preparation of communication materials.
- **Proxy voting and screening:** Supporting the delivery of the Board's proxy voting processes, recording vote rationales where we vote against management, and supporting the reporting of our voting patterns to internal and external audiences.
- **Reporting:** Monitoring and reporting of the Board's stewardship activities, to meet regulations, internal expectations and the Board's various external commitments (including the UK Stewardship Code, UNPRI, NZIF and TCFD)
- **Project management:** Coordinating climate and the responsible investment team's planning and project management capacity.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

PERSON SPECIFICATION:

Essential (unless otherwise stated below)

Skills and Experience:

- Proven ability to undertake research, company analysis, and administrative duties in order to support responsible investment or climate change and environment projects and activities.

- Demonstrable ability to produce high quality outputs such as letters, briefings and presentations, within a defined timeframe.
- Strong organisational skills and competence in using standard computer software to facilitate effective communication and data analysis and management.

Knowledge:

- Knowledge of the topics relevant to the focus of this role, as highlighted by the Board's stewardship strategy, ethical investment policies, and climate action plan.
- Understanding of responsible investment, ESG and/or climate change and environmental topics.
- Understanding of the Pension Board's responsible investment approach.¹
- Some knowledge of investment practices and corporate governance and reporting on sustainability topics [Desirable].

Personal Attributes:

- Enthusiasm to learn and develop new skills.
- Collaborative approach to working effectively as a team and problem solving.
- Interest in climate change and environmental (nature, biodiversity) issues.
- Affinity for and interest in responsible investment as means to support and deliver a just and sustainable world.

¹ As set out in the Board's Stewardship Report and policy positions.

Vacancy Summary

JOB TITLE:	Responsible Investment Analyst
NCI ENTITY:	Church of England Pensions Board
DEPARTMENT:	Pensions Board Investments
GRADE:	Band 3 Market Rate Salary
SALARY:	£55,000 per annum
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	London (Westminster)
HYBRID WORK ARRANGEMENTS:	Approx 1 day per week in the office, flexible
SUITABLE FOR FULL HOMWORKING:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
ORACLE POSITION CODE:	8017837
COST CODE:	31477
PARENT POSITION:	Director, Climate and Environment