

## **Committee Manager / Associate Director (focus on investment insurance and private medium/long term export credit insurance), London, UK**

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 84 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 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 includes four committees, primarily relating to lines of business. The Investment Insurance (INV) Committee is the forum for public and private political risk and medium/long-term credit insurers. The grading / positioning of this role (Committee Manager / Associate Director) is 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 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 and political risk insurance for online and in-person member events and meetings; ensure content relevance and audience suitability
- Actively contribute to planning, preparation and execution of online and in-person member events and meetings; propose creative and innovative approaches to meeting programmes, including incorporating member feedback and recommendations as appropriate
- Co-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 solutions to meet the needs of both established and new generation credit and investment insurers

### **Qualifications**

- Experience in the credit or political risk insurance industry, preferably for at least 4 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 to manage priorities
- Demonstrated ability to work independently and as part of a small diverse team; strong written and verbal communication skills and experience including public speaking
- 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 ([vdavid@berneunion.org](mailto:vdavid@berneunion.org)) by Monday 19 October 2020. All applications will be treated in confidence.