Job Title: Member Relations Intern
Directorate: Advocacy
Salary: £17,745 (London Living Wage)
Closing date: 5pm, Friday 9th June 2017

The Member Relations team supports the ABI by offering important insight into its 250 members. Your role will be to keep abreast of member news and communicate what's most important back to the ABI staff network.

Reporting to the Assistant Director, Head of Member Relations, Partnerships and Events, you'll gain real insight into working in the corporate world. You'll be in the unique position of communicating with everyone at the ABI – from the Director General to the Assistant population – and you'll be their prime point of contact for all things member related.

Your role:

- Research ongoing developments and the latest news on ABI's member firms and effectively communicate that information internally to ABI colleagues.
- Research and provide high quality data analysis of opportunities in the insurance and related business markets.
- Work in collaboration with colleagues at the ABI, in particular in Events, Finance and Directorate Support, to ensure accurate data is collected.
- Stay on top of member news and keep the ABI's member database up to date.
- Help the Events team run member events – this could be anything from managing the registration desk to member liaison and relationship management.
- Provide ad hoc research and analysis for briefings.

You can find out more from the previous intern, Hugo Fulford, here.

We're looking for:

You'll need to be inquisitive about the world around you. If you spot a problem, you'll be the type of person that goes away and researches it and comes back with a few ideas on how to tackle the issue. Exceptional research and analysis skills are vital, as is an eye for detail, to help keep our member profiles up to date and accurate.

As you'll be talking to the whole of the ABI and potentially taking care of members at events, a natural, confident communication style is a must.

We're not looking for tonnes of work experience but you will need to have some exposure to the working world and the level of professionalism that comes with that.

Given we work with the UK insurance market, you'll need to be curious about the industry and interested in building a career in a corporate environment.

Interested?

Please apply with your CV and covering letter detailing why you're interested in the internship to careers@abi.org.uk by 5pm on 9th June 2017.

About us:

The Association of British Insurers is the leading trade association for insurers and providers of long term savings. Our 250 members include most household names and specialist providers who contribute £12bn in taxes and manage investments of £1.8trillion.

If you would like to know more about the ABI and the work we do please visit www.abi.org.uk. You can find us on LinkedIn and Instagram too.