

<b>COMPANY:</b>	Man Group
<b>POST:</b>	Communications
<b>APPRENTICESHIP:</b>	Business Administration level 3 (18-months)
<b>START DATE:</b>	29 <sup>th</sup> July 2022
<b>LOCATION:</b>	London Head Office Riverbank House 2 Swan Lane London, EC4R 3AD
<b>WORKING HOURS:</b>	Monday – Friday, 9am-5pm Total hours per week 35 including one day training at City Gateway
<b>SALARY:</b>	London Living Wage £11.05 per hour

### The Company

We are an active investment management firm focused on delivering attractive performance and client portfolio solutions, deploying the latest technology across our business to help ensure we stay at the forefront of our evolving industry. We provide long-only, alternative and private markets products on a single and multi-manager basis. We develop bespoke solutions and fund of hedge fund services which utilise the firm's advanced technology, infrastructure and expertise. We continuously invest in technology, talent and research as we strive to deliver the best results for our clients.

With a trading history spanning more than 230 years, and over 25 years of experience of global investment management, Man Group offers longevity and durability in a rapidly changing financial world. Each of Man AHL, Man Numeric, Man GLG and Man FRM has over 20 years of investing experience, and Man Group developed its private markets offering with the launch of Man GPM in 2017.

### The Role

Man Group is seeking a Communications apprentice to join its team of five people in London.

This individual will be involved in the day-to-day activity of the firm's press office, supporting the team as it manages the brand and reputation of the firm, including building relationships with and managing enquiries from the media, planning internal and external events, overseeing internal communications to develop employee engagement globally, communicating the firm's Diversity, Equity & Inclusion initiatives and monitoring coverage of Man Group and the financial services industry more generally.

The candidate in this role will be responsible for writing and posting communications to a firm-wide audience, including Slack messages, internal newsletters and weekly reports to our senior leaders. They will act as a bridge between the Communications team and other departments, as well as be responsible for managing some of the team's administrative tasks. This includes writing agendas and minutes for team meetings and updating our media coverage tracker so that we can evaluate our progress.

In this role, the Communications apprentice will be part of a dynamic and thoughtful team. They will have the opportunity to learn about media relations, the mechanics of the hedge fund industry and the importance of writing effectively for different audiences, within a supportive environment.

The candidate in this role will have the chance to develop their understanding of good communication skills and how to deploy them to build strong relationships with both internal and external parties. There will be lots of opportunities to learn about the wider Communications and Marketing landscape, which is constantly evolving, as well as to participate in specific training for working with the media

### **Desired Skills**

- An interest in the news agenda, how the media works and what makes a good story
- A passion for writing
- Strong attention to detail
- A desire to learn about the investment industry and how hedge funds work
- A solid understanding of different social media channels and what they are used for
- A collaborative team player and quick learner
- Strong organisation and time management skills

### **Desired qualification**

- Maths GCSE grade A\*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A\*-C or 9-4 or equivalent or Functional Skills Level 2
- Good standard of practical application of literacy and numeracy

### **Future Prospects**

This qualification will prepare you for employment as a Business Administrator. Upon completion of this apprenticeship, you may consider higher apprenticeships or additional professional qualifications and training.