



## Pathway Programme Manager

3.5 days a week: flexible part-time role

Get in touch: [info@diversityproject.com](mailto:info@diversityproject.com), London, UK

Salary: £94,500 per year (equivalent to £135,000 on a full-time basis)

Deadline: 31<sup>st</sup> of Jan 2024

Looking for purpose driven work? We are looking for a self-starter with investment management or investment consulting experience, who is hands on, with excellent people skills as well as a proven track record of delivering projects and programmes. As Programme Manager, you will run our award-winning Diversity Project Pathway Programme and the alumni programme. You will be working closely with the Chair of the Diversity Project, the Pathway core team and the Diversity Project team.

This programme, the first of its kind Worldwide, aims to develop the future female fund managers in the UK – created by the industry for the industry.

The role is home based with need to travel in to Central London for meetings with the Pathway team, the delivery of Pathway sessions and the management of arranged events, some of which will be outside regular business hours.

The responsibilities include:

- Deliver a high-quality programme
- Ensure sessions are appropriate, balanced and are communicated in advance to all relevant parties
- Manage budget and allocate accordingly
- Work collaboratively with the core team of c.25 professionals at monthly meetings to help drive the programme forward
- Plan training sessions for participants' sponsors (each woman must be sponsored by someone at her firm)

- Ensure all participants on the programme feel engaged and part of the DP Pathway community
- Communicate with relevant HR or similar contacts at the participants' firms on a regular basis
- Manage and deliver alumni programme alongside current cohort
- Venue liaison and event logistics
- Work with the marketing to ensure all opportunities are taken to increase coverage, with via social media, digital, print or other medium to stay front of mind in the industry
- Improve the programme on an ongoing basis to ensure we are seen as a centre of excellence
- Manage the work of the administrative assistant

### Required skills:

- Strong organisational and management skills with excellent attention to detail
- Flexible way of working and attitude
- Experience of stakeholder relationship management and ability to work collaboratively with highly experienced professionals
- Knowledge of the investment industry (good understanding of the economic environment and the role of portfolio management)
- Experience of delivering multi-stakeholder projects
- Experience of running and leading training and social events would be desirable
- Comfortable with tech and open to learning new skills
- Available to travel to in-person meetings, sessions and events in London (sometimes in the evenings)
- Self-starter and purpose-driven work ethic
- Flexibility and adaptability
- Energy and enthusiasm

### About the Diversity Project Pathway Programme

Only 18% of the world's funds are run by a woman or a team with at least one woman, according to Citywire's Alpha Female Report published in 2022, which tracks just over 17,500 active managers. This number stands at 12% in the UK.

In January of 2023, The Diversity Project launched a world first career development programme to develop the female portfolio managers of the future. For DP

Pathway's debut year, 33 firms have collectively selected 60 women interested in pursuing a career in portfolio management to participate. For 2024 we have 80 from 43 firms and the 2023 alumni.

This programme has the potential to be revolutionary for the asset management industry. Not only will it unlock hidden talent from across the industry and provide today's emerging female portfolio managers with the skills and confidence they need to succeed, it will also create a cohort of female portfolio managers who will navigate their careers together and provide an example for generations to follow.

[www.diversityproject.com/DP-Pathway](http://www.diversityproject.com/DP-Pathway)

Interested in making a difference? We'd love to hear from you. Get in touch:  
[info@diversityproject.com](mailto:info@diversityproject.com)