

Job Specification - Investment Manager

Northstar Ventures Limited ('Northstar') is seeking to appoint a recent graduate, to help actively manage its relationships with portfolio companies and to assist on new investments. The position is a full-time, permanent contract.

Northstar is a venture capital firm based in the North East of England. We invest in founders developing innovative solutions to technological, social and environmental challenges, to create a better future for people and the planet. Northstar is regulated by the Financial Conduct Authority.

We are dedicated to providing entrepreneurs with the support they need to fulfil their ambitions and to achieve social impact through our investments. In addition, we are committed to supporting our community and The Northstar Foundation, a registered charity, has been set up to do this.

Northstar is currently investing from the following funds.

- The £45m Innovation Fund which invests between £50k and £500k in pre-start and / or existing scalable, innovative businesses throughout the North East of England.
- The £10m North East Social Investment Fund which invests between £100k and £1m in sustainable North East based Social Enterprises to increase their social impact locally.

The Northstar EIS Growth Fund which is due to close shortly will also be invested during 2024/25 into companies operating in the clean tech and healthy ageing sectors. Once we have launched the Northstar EIS Growth Fund we will begin fund-raising for an SEIS fund focused on university spin-outs and other tech-based start-up companies.

More information about Northstar can be found at www.northstarventures.co.uk.

The successful candidate will need to work as an integral part of a small team. They will need to be self-motivated and will initially assist other team members in the making and management of investments, before investing and managing a portfolio of their own companies.

Principal duties

- Develop and maintain effective relationships with a number of prospective and existing investee businesses.
- Assist other team members in the making of new investments and the management of existing portfolio companies.
- Prepare investment papers for new/follow-on investments.
- Review and analyse financial and other information for the whole of the portfolio.

Required Skills and Experience

- STEM degree. PHD desirable but not essential
- An interest in technology and innovation
- Strong financial analysis and appraisal skills including strong numeracy skills with knowledge and practical experience of interpreting financial information and assessing risk
- Strong interpersonal skills with ability to work with a wide range of people including investees, applicants, external stakeholders and partner organisations

Confidential

- Excellent verbal and written communication skills with the ability to write reports and give impactful presentations to a range of different audiences
- A demonstrable commitment to working collaboratively internally and externally
- Excellent IT skills including familiarity with Word, PowerPoint, Excel, online communication tools
- Self-motivated, well-organised with the ability to adapt and work flexibly
- An ability to travel across the North East and occasionally nationally

Diversity

Northstar welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

If you would like an informal discussion about the role before you apply, then please contact:

- Ian Richards 07977 054 185 ian@northstarventures.co.uk
- Tom O'Neill 07729 102 443 tom@northstarventures.co.uk
- Naomi Allen Seales 07590 446 580 naomi@northstarventures.co.uk

Please submit your CV and covering letter (in no more than two sides each) clearly addressing how you meet the personal specification for the role and why you want to work for Northstar Ventures to NorthstarComms@northstarventures.co.uk