

JOB DESCRIPTION

HEAD OF INVESTMENT

THE ROLE

Creative UK was founded on the belief that talent is everywhere, but opportunity is not. We support and invest in creative companies to finance business growth through direct investment and business mentoring; we champion the best ideas of talented people and their businesses.

Reporting into the Investment Director and supported by the investment team, the Head of Investment will lead fund management across all Creative UK funds, oversee portfolio performance, and ensure the effective delivery of investment processes. This role combines strategic leadership with hands-on oversight of deals, portfolio, and team performance.

We are a close-knit team of doers and we nurture and promote our hard-working, yet family-friendly team culture. Ours is a non-hierarchical, no-ego environment, where we take strong initiative and ownership over the work we do independently and together.

SALARY: £75,000 per annum

CONTRACT: Permanent, Full time, 5 days per week

LOCATION: Flexible hybrid working, preferably within proximity to our London/Bristol/Manchester offices

TO APPLY: Email your CV, cover letter and/or 1-2-minute video link*

to jobs@wearecreative.uk by 22nd February 2026 (midnight). Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place either by video conference or in person **W/C 2nd March 2026**. Immediate appointment preferred.

** Video link optional. Creative UK is an inclusive recruiter and happy to make adjustments to our selection process by request*

REPORTS TO: Investment Director

RESPONSIBLE FOR: Fund management across Deployment and Portfolio

MAIN AREAS OF RESPONSIBILITY

Fund Management & Strategy

- Lead the management of all Creative UK funds, ensuring alignment with organisational objectives and fund mandates.
- Ensure robust processes, policies, and reporting systems are in place across all funds.
- Design and drive the investment and growth strategy to meet fund targets

Portfolio Oversight

- Oversee the performance of the investment portfolio, ensuring compliance with contracts and risk tolerance.
- Oversee Portfolio Managers and investee performance and impact, anticipating and managing challenges.
- Work closely with the portfolio management team to share insights and success stories.

Deal Support & Oversight

- Provide oversight on all deals recommended to the Credit Committee, ensuring rigorous analysis and risk assessment.
- Support negotiations and contracting processes, working closely with legal and compliance team.

Audit & Compliance

- Oversee audit processes alongside the Compliance Lead, ensuring adherence to regulatory and internal standards.
- Oversee maintenance of accurate records and reporting for all investment activities.
- Responsible for all fund reporting requirements.

Team Leadership

- Lead, mentor, and develop the investment team, fostering a high-performance and collaborative culture.
- Set clear objectives and monitor team performance, ensuring delivery against targets.
- Promote cross-functional collaboration with marketing, finance, and compliance teams.

Stakeholder Engagement

- Build and maintain strong relationships with creative businesses, investors, and relevant networks.
- Represent Creative UK at industry events and forums to enhance visibility and attract investment opportunities.
- Support the Investment Director with insights critical to developing new funds.
- Work with the Investment Director to operationalise new Funds.

All staff must adopt Creative UK's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Essential

- Experience in fund management and investment, ideally within SME lending or corporate finance.
- Proven ability to structure debt and equity deals and present to investment committees.
- Experience in portfolio management and fund design.
- Strong leadership skills with experience managing and developing teams.
- Excellent stakeholder management and communication skills.

Skills & Attributes

- Strategic thinker with commercial acumen.
- Proactive, resilient, and adaptable.
- Collaborative and relationship-driven.

OUR CULTURE

All our employees will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; **how** we do things is just as important as **what** we do.

- We join the dots; collaboration is in our DNA
- We support and empower; we are here to make a difference
- We are curious, open & honest
- We celebrate difference & value equality of opportunity

THE PACKAGE

- 35 hour working week FTE
- Flexible/ hybrid, condensed working options
- Pension enrolment 5% employer contribution from 3 months service
- Cycle 2 Work scheme, in partnership with Halfords
- Tailored benefits from 1 years service
- Benefits hub, discounts across a broad range of partners
- Employee Assistance Programme, BUPA
- Mental Health Day, a paid day off work per annum to focus on activities which help you to alleviate stress
- Summer Fridays, finish at 3pm every Friday throughout July & August
- Your birthday off as paid leave, extra days off over the annual festive period
- Paid volunteer day per year to give something back to the community

We value difference and celebrate the creativity it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.