



## **Asia House Middle East Associate**

Asia House is a centre of expertise on trade, investment and public policy. We drive political, economic and commercial engagement between Asia, the Middle East and Europe.

The Asia House forum is completely neutral and designed to encourage open and constructive dialogue. It is a trusted institution with a track record of delivering high-quality, focused briefings which underpin positive business and commercial relationships.

We are looking for a **Middle East Associate** to support the complementary objectives of Asia House: to provide an exemplary programme of engagement for its corporate members, alongside a growing advisory function.

The Middle East Associate's tasks will include organising private briefings with senior political and business figures, and other events; building relevant audiences for these activities; and attracting corporate members to provide financial support for the Middle East programme.

In addition, the candidate will need a high level of awareness of business issues in the Middle East, and be able to provide bespoke support to clients interested in these markets. This will include research, intelligence gathering, and the drafting of high-quality analysis.

The split of time on the above activities is likely to fluctuate over time; however successful candidates will have the opportunity to drive forward activities aligned to business interests.

### **Asia House and the Middle East**

Asia House advises organisations invested in the Middle East. We provide a number of services which the role holder will be responsible for delivering, as part of the Advisory team. These include: intelligence gathering, monitoring, market engagement strategies, crisis support and positioning (thought leadership).



## **Job Description**

The Middle East Associate will research and deliver original, relevant and insightful member briefings (events) on the key issues affecting the Middle East, Asia and Europe. These will include private briefings with senior officials and political figures. The role holder will also be expected to build contacts and provide briefings for senior Asia House representatives, for example across relevant Embassies and Government Departments.

The role holder must have a comprehensive knowledge and understanding of the Middle East, international relations, global politics and macroeconomics, and business. He/she will be a consummate networker with good contacts and be able to spot key issues and trends of interest to senior corporate figures and policymakers.

## ***Key Responsibilities***

- Drive and lead the delivery of the Asia House Middle East programme to the highest standards, researching and delivering relevant and insightful member briefings (events) on the key issues affecting businesses acting in the region
- Research and reach out to key decision-makers and influencers to secure high-level speakers and appropriate audiences
- Deliver consultancy services for Asia House Advisory clients, including (but not limited to): intelligence gathering, monitoring, market engagement strategies, crisis support and positioning (thought leadership)
- Identify and develop new business opportunities, driving engagement with targets
- Draft client services proposals based on discussion with prospective clients, working with colleagues to develop tailored packages to meet corporate and organisational needs
- Work with colleagues to use social media and the Asia House website to update our network regarding Middle East focused initiatives
- Develop long-term institutional relationships with major multinational companies and Middle East Embassies and contacts to drive their engagement with Asia House

## ***Skills and Qualities***

- Extensive knowledge of the Middle East, international relations, global politics and macroeconomics, and business
- He/she will be a consummate networker with good contacts and be able to spot key issues and trends of interest senior corporate figures and policymakers.



- A range of high-level contacts in the Middle East and in Europe
- Experience delivering services mentioned above for clients (or in an in-house setting)
- Arabic would be an advantage
- A collaborative mindset, excellent interpersonal, liaising and problem-solving skills with a can-do attitude – ability to work with very senior business and political representatives
- Highly organised, responsive and pro-active
- Demonstrable influencing, negotiation and persuasion skills
- Determination and persistence; continuously striving to achieve objectives
- Excellent research, analysis and writing skills
- Attention to detail is essential

Applicants should send a cover letter and CV to [recruitment@asiahouse.co.uk](mailto:recruitment@asiahouse.co.uk) by close of business 27 November 2020, although applications will be reviewed as received and interviews could take place before that date.