

ASSOCIATE'S DIRECTOR'S CHARTER

PURPOSE

The purpose of this Charter is to outline the role, responsibilities, and duties of the Associate Director of the Financial Integrity Hub (FIH). The Associate Director supports the Director in leading the research, program development, stakeholder engagement, and public profile of the FIH. This role is pivotal in advancing FIH's thought leadership in financial crime, promoting its initiatives, and fostering meaningful partnerships.

ROLE

The Associate Director provides research leadership and strategic support to the Director while driving program development initiatives. The role includes managing publications, events, podcasts, and media engagement to enhance the profile and influence of the FIH. The Associate Director collaborates with stakeholders and the broader leadership team to advance the FIH's vision.

RESPONSIBILITIES

The key responsibilities include the following:

1. Supporting the Director in aligning research and strategic objectives with FIH's strategic plan and governance framework.
2. Conducting and overseeing high quality research on financial crime.
3. Presenting research findings at conferences, seminars, workshops, and industry roundtables to establish FIH as a thought leader.
4. Developing and executing continuous improvement strategies to expand FIH's visibility, influence, and funding opportunities.
5. Managing the FIH's social media presence, drafting and posting content to engage stakeholders and promote initiatives.
6. Organising and delivering events, such as conferences, webinars, and workshops, to ensure alignment with FIH's strategic priorities.
7. Overseeing the production, publication, and dissemination of reports, newsletters, policy briefs, and other publications.
8. Engaging with media outlets to promote the FIH's research outputs, initiatives, and events through interviews and press releases.
9. Producing and managing the FIH podcast series, including content planning, coordinating guests, and developing sponsorships.
10. Building and maintaining strong relationships with key stakeholders, including financial institutions, regulatory bodies, and industry associations.
11. Identifying and pursuing partnership and collaboration opportunities that support the FIH's vision and expand its network.
Representing FIH at industry meetings, conferences, and events to enhance its reputation and foster strategic alliances.
12. Mentoring interns and volunteers in a collaborative and supportive culture.
13. Contributing to the development of funding proposals, grant applications, and sponsorship packages to secure financial support.

14. Monitoring trends and developments in financial crime to inform FIH's research agenda and policy advocacy.
15. Maintaining editorial oversight of FIH's publications to ensure consistency, quality, and alignment with its purpose and values.
16. Implementing communication strategies that enhance FIH's public engagement and promote its role in advancing financial integrity.
17. Promoting FIH's values and fostering a culture of collaboration, innovation, and integrity within the organisation and its external partnerships.

Approved by the Financial Integrity Hub

28 May 2025