



JOB DESCRIPTION

PERSONAL ASSISTANT

(this post is initially offered on a fixed term basis of 12 months)

Reports to: Operations Manager

Liaises with: Contractors, partners and the A4S team

JOB SUMMARY:

A4S is a global charity established by HM King Charles III in 2004, when he was The Prince of Wales, "to help ensure that we are not battling to meet 21st century challenges with, at best, 20th century decision-making and reporting systems". We work at the most senior levels across the global business and finance community to inspire action to drive a fundamental shift towards resilient business models and a sustainable economy.

The Personal Assistant will provide professional diary, business and administrative support to four roles- the Executive Director of Knowledge and Learning, the Director of the CFO Programme, the Director of Capital Markets and Fundraising and the Head of Europe and Global Reporting Lead ('the principals').

The successful candidate will be experienced in providing efficient and effective support to multiple senior executives concurrently. They will have strong communications skills and the ability to manage a complex set of activities to enable timely delivery of high-quality output. They will be an integral part of a small core team, liaising with a wide range of individuals from staff, contractors and beyond in connection with this high profile organization.

MAIN AREAS OF RESPONSIBILITY:

1. Diary and administrative assistance

- Plan and co-ordinate the principals' diary, arranging meetings and calls, and help to prioritise time.
- Manage logistics for meetings, and ensure agendas, briefs and papers are prepared, as appropriate.
- Monitor email traffic, ensuring the principals' email inboxes are prioritised, highlighting urgent emails for action.
- Handle incoming correspondence, answering queries and drafting responses.
- Take responsibility for ensuring that knowledge management systems and electronic filing systems, including contacts database, are maintained.
- Organize the logistics and travel arrangements for overseas business trips undertaken by principals. Prepare briefings and logistics packs.
- Provide cover for the Executive Assistant to the Executive Chair during periods of annual leave or other absence.

2. Business meeting coordination

- Arrange logistics for meetings and workshops, including liaising with attendees and their PAs, and circulating papers.
- Attend meetings as needed, taking minutes if required and produce related documentation in a timely manner.
- Coordinate the invitation process for targeted engagement events.
- Coordinate with and support the Events Team around large scale A4S events

3. General

- Build good working relationships with A4S colleagues and partners.
- Provide occasional related support to other members of the Senior Management Team.
- Carry out any other duties as needed to meet A4S's aims and objectives.
- Comply with all health and safety rules and regulations ensuring own and others' health and safety at all times.

Hours of Work: Our standard working week is 37.5 hours, with core office hours 9.00am to 5.30pm, Monday to Friday. However, we are currently piloting a 'four-day week', working Monday to Thursday and an average of one Friday in four (as this is currently evolving further details can be discussed at interview stage). You may also need to work other hours that are necessary for the proper fulfilment of duties or to meet unexpected or urgent demands.

Location: The role will be located at A4S's offices in London, near to Liverpool Street. We are currently working with a hybrid model and ask team members to be in the office two days a week, or more if they prefer.



EMPLOYEE SPECIFICATION:

ESSENTIAL

- A good level of business administrative support experience.
- Previous PA/Secretarial experience, including responsibility for diary management for multiple principals concurrently.
- Proven ability to work efficiently under pressure and to meet deadlines, while remaining calm and courteous at all times.
- Excellent organization skills, including the ability to think and plan ahead.
- Flexible approach with plenty of initiative.
- Excellent written and interpersonal communication skills.
- High level of attention to detail.
- Strong IT skills including proficiency in MS Office Suite.
- Proven ability to work well in a team and to develop excellent working relationships at all levels.
- A logical thinker with a diplomatic approach. Can manage issues with an understanding of when to inform and escalate.
- Discreet and able to maintain confidentiality at all times. Able to handle potentially sensitive situations with tact and diplomacy.

DESIRABLE

- Interest in sustainability issues and the role of business and finance.
- Working knowledge of Salesforce or similar CRM systems.
- Proficient in European languages other than English.