



Personal Assistant

Partners for a New Economy is seeking a Personal Assistant, to provide administrative support for the Director and Grants team. We welcome applications from experienced professionals, whether they are looking for a part time or full time role and will scope the duties accordingly.

About Partners for a New Economy

Partners for a New Economy (P4NE) is an international donor collaborative of philanthropic foundations, hosted by Swiss Philanthropy Foundation, with the vision of our economy redesigned for nature and all people to flourish. Our website gives more detail on our grant-making and field-building activities. Our six funding Partners are based in the UK, Switzerland, Denmark and the United States, and our current team of 5 staff (3.3 FTE) work remotely (currently based in the UK, Denmark and Switzerland).

What are we looking for?

We are a small team, all working remotely, and so are keen to find someone who can get up to speed quickly. Our ideal candidate will have one year or more of PA and diary-management experience and, whilst it's not a requirement, some understanding of grant-making administration or report-writing would be a plus. Successful applicants will have an eye for detail, strong time management, a flexible approach with the ability to co-ordinate a wide variety of tasks and will enjoy working independently, as part of a busy team. The role will be home-based and can be done flexibly.

Roles and responsibilities

- Managing the Director & Programme Officer's diaries
- Arranging online and in-person meetings and events
- Booking travel and accommodation for the Director and Programme Officer
- Working closely with the Assistant to the Director to provide additional support for administrative tasks and communications, including:
 - Written communications (email) to Grantees and Alumni of the New Economy Leaders Academy
 - Updating P4NE's WordPress website
 - Monitoring P4NE's LinkedIn page and @info inbox
- Working closely with the Programme Officer and Director to provide administrative support around our grant-making, including:
 - maintaining accurate records on our Dropbox system
 - drafting and formatting documents
- Providing ad-hoc support and completing other administrative tasks, as required, to support the P4NE team

Person Specification

- Strong organizational and communication skills, with excellent attention to detail
- Accomplished at working to deadlines, with ability to prioritize and multi-task



- Comfortable working across different online platforms: word processing, using Dropbox, G suite and Microsoft office suite including Excel, PowerPoint, Outlook, Miro and Slack, with meetings conducted primarily via ZOOM (and some via TEAMS)
- Enjoy working independently and as part of a small, agile, communicative team (all of whom are working flexibly and remotely, across different timezones)
- Alignment and commitment to the vision of P4NE

Practical Considerations

Location: This role is home-based and can be done from the UK or Switzerland.

Candidates should be able to work remotely and be comfortable having colleagues and contacts in different locations and time zones.

Very occasional travel to London is required for face-to-face team meetings and events (costs will be covered).

Hours: Min 20 hours/max 40 hours per week, flexible hours possible over 3-5 days each week, to be mutually agreed with the successful applicant

Compensation: Competitive salary - cost of living adjustment will be made for applicants based in Switzerland; £33K pro rata for UK applicants (equivalent annual, full-time role)

Start date: flexible (from Apr/May 2024 or as soon as possible thereafter), to be agreed with successful applicant

Please note: the scope of the Personal Assistant's responsibilities will be adjusted to suit a full-time or part-time structure. This is a home-based role.

Closing date for applications: Thursday 11 April 2024 at 9.00am